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InterscopePlus User Manual

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I. InterscopePlus Overview

Interscope was originally created in 200X for the State Construction Office for internal use in tracking projects as they moved through the office. In 2012, the decision was made to incorporate the functionality of the University System's "CAPSTAT" Capital Project Status software into Interscope, and then further to create a state-wide Capital Project System that would be used by the University System, Community College System, and all State Agencies. InterscopePlus is now that system. Screen representations shown throughout this manual currently reflect the Interscope system label, but will subsequently be modified to reflect the new name.

InterscopePlus is designed to track the life cycle of Capital Projects from the time they are authorized until they are closed out, including funding sources and HUB data.

II. Definitions and Terminology

Allocate: Designating funds from an authorization to a program. All funds must be allocated to programs before they are active.

Amendment: A change to a design contract.

Assign: Designating funds from a program for use in a project. Funds must be assigned to a project before they can be committed or obligated for contracts or other expenses.

Authorization: Approval by the relevant State governing body(ies) (legislature, OSBM, UNC Board of Governors) or County to execute a project. It includes title, description/scope, amount, funding type (general fund, non-general fund, state debt, non-state debt, R&R, R&R debt), budget code, item, center, and date. Community Colleges may have authorizations approved by the County. Authorizations may be allocated to one or more Programs.

Category: Project cost estimates are delineated by 4 categories: Design, Construction, Contingency, and Other.

> Design represents the estimated cost of the design contract
> Construction represents the estimated cost of all construction contracts
> Contingency represents the estimated cost of construction contingency
> Other represents the estimated cost of project related or owner costs, such as soils exploration, materials testing, advertising, fixed furnishings and equipment (FF&E), etc.

Change Order: A change to a construction contract, either to the dollar amount, duration or both.

Code: A 5 digit number that designates the funding authorization assigned by OSBM. The first digit is a 4, which signifies capital project. The second and third digit represents the fiscal year that the project is authorized (14 = 2014). The last two digits indicate the state agency or UNC institution. For Community Colleges that are authorized funding by the County a 5 digit number that does not start with 4 will be used.

Commitment: A signed contract or Purchase Order for which the State or County is obligated to pay the stated amount.

Estimated Cost: Total estimated cost of the project, broken down by category. Typically this would come from the State Construction Office OC-25 form or, for Community Colleges the NCCCS 3-1 Form.

Expenditure: A dollar amount that has actually been paid.

Fund Source: There are 6 different sources of funds defined:

> General Fund: Appropriated funds
> Non-General Fund: Receipts, grants, gifts, cash, County appropriated funds, etc.
> State Debt: State Bonds, COPS, or Special Indebtedness
> Non-State Debt: Bonds issued by Institutions, county, or self-liquidating funds

R&R: Funding for R&R from appropriations
R&R Debt: Funding for R&R from State Debt

HUB: Historically Underutilized Businesses, and commonly used to refer to Minority Participation or Minority Business Enterprises (MBE).

Item: A 3-digit number assigned by OSBM in combination with the code to form a unique identifier for an authorized capital project. Item numbers are assigned sequentially within each fiscal year.

Milestone: Key date that is used to measure progress of a contract or project.

NCAS Center: A unique data item of up to 8 alphanumeric characters that identifies the financial account in the North Carolina Accounting System (NCAS) related to a capital code-item.

Package: A "process container" for a construction project within the InterscopePlus system which provides a place to record detailed information captured during design review, bidding, award, and the construction administration phases of a construction project.

Primavera (P6): Statewide project scheduling system. Schedules are required based on Project Type.

Program: A collection of one or more projects closely related by initial authorization, by the related nature of their execution, and/or having multiple funding sources for a single project. The program serves as a "bucket" for funds from different authorizations that can then be assigned to projects as needed. Program IDs are generated and assigned by the system.

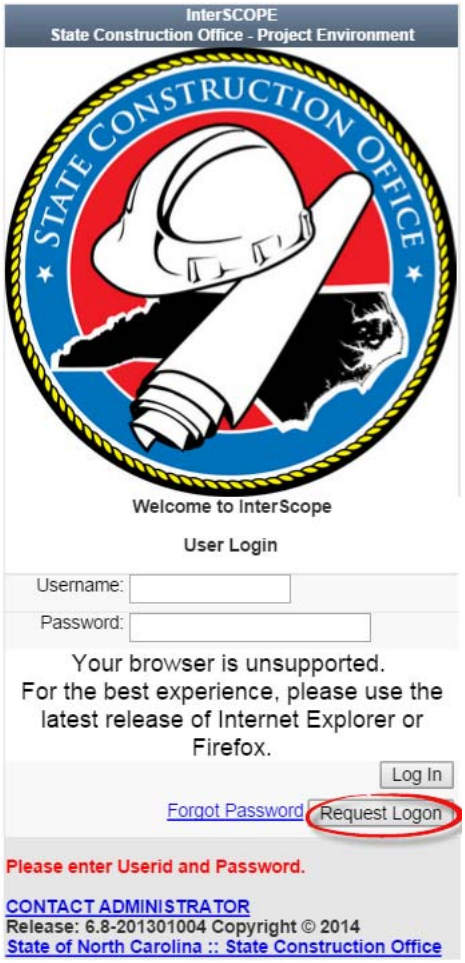
Project: A project is typically any work requiring a design and construction contract, and may involve construction or renovation of a single building or repairs to numerous buildings as authorized in "R&R" funding. Project IDs are generated and assigned by the system. Projects must be created in the Program from which they will be funded.

Project Type: A designation based on agency/institution, dollar amount of project, funding type, and other factors that determines what oversight role SCO will exercise, such as managing design and construction contracts, reviews, etc. and the P6 schedule requirements. There are different project types based on the department/agency, authorization, and dollar amount of the project.

Special Project Designation: Classification of certain projects that are not given an OSBM code-item and do not follow the typical financial controls. These include HUB only, Code only, or Chancellor's Projects.

III. Users, Roles and Permissions

Every user must have a username and password. If you do not have one, go to the State Construction Office Website http://interscope2.doa.state.nc.us:88/interscope/logon.action? Click on the Request Logon.



A. New Account Instructions for Designers

Follow these steps for creating a new Designer user account:

1 – Select **Designer** in the **User Type** field. This will display the entry form in Figure 2. [Where? Can't find figure labeled as 2. Also, where's figure 1? And 3? Next figure number is 4 on page 10. Similar reference to missing figure 3 under contractor's login.

2 – ComComplete the form for the fields indicated.

Note: It is important that the email address entered for the Firm be one that represents the firm directly and is not necessarily defined for a particular individual since all communication from InterScope for this account will be sent to the email address on file.

3 – Click **Submit**. A request will be sent to the InterScope Administrator who will review your request, verify the information against the data in InterScope, activate your account and send an email notifying you that the account has been activated.

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Note: A user account cannot be established for any firm that does not have prior or current approved and active construction projects setup in InterScope.

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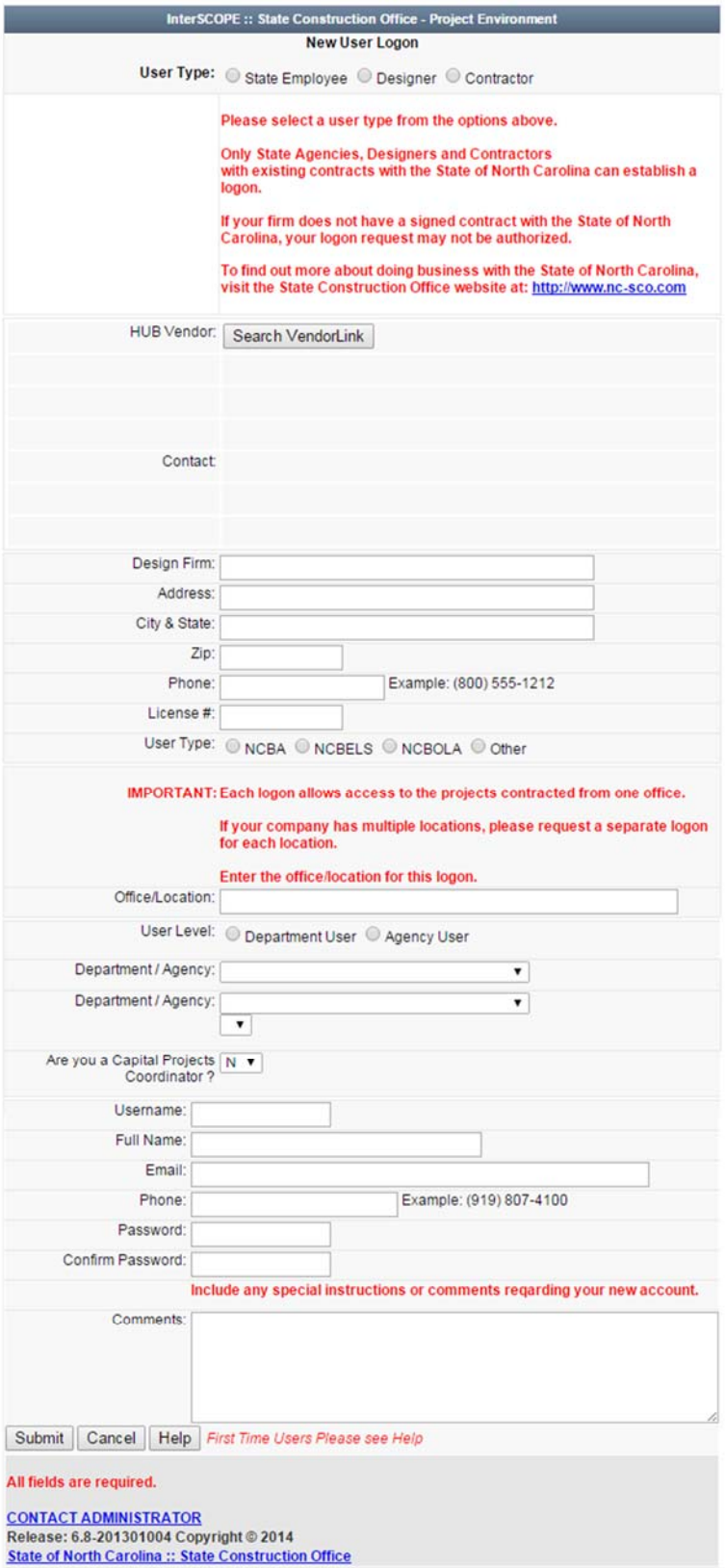

InterSCOPE :: State Construction Office - Project Environment

New User Logon

User Type: State Employee Designer Contractor

Please select a user type from the options above.

Only State Agencies, Designers and Contractors with existing contracts with the State of North Carolina can establish a logon.

If your firm does not have a signed contract with the State of North Carolina, your logon request may not be authorized.

To find out more about doing business with the State of North Carolina, visit the State Construction Office website at: http://www.nc-sco.com

HUB Vendor: Search VendorLink

Contact:

Design Firm:

Address:

City & State:

Zip:

Phone: Example: (800) 555-1212

License #:

User Type: NCBA NCBELS NCBOLA Other

IMPORTANT: Each logon allows access to the projects contracted from one office.

If your company has multiple locations, please request a separate logon for each location.

Enter the office/location for this logon.

Office/Location:

User Level: Department User Agency User

Department / Agency:

Department / Agency:

Are you a Capital Projects Coordinator ? N

Username:

Full Name:

Email:

Phone: Example: (919) 807-4100

Password:

Confirm Password:

Include any special instructions or comments reqarding your new account.

Comments:

Submit Cancel Help *First Time Users Please see Help*

All fields are required.

CONTACT ADMINISTRATOR

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State of North Carolina :: State Construction Office

B. New Account Instructions for Contractors

Note: Any Contractor requesting to use InterScope must first be registered with Vendor Link, the Interactive Purchasing System. InterScope uses Vendor Link to obtain verifiable name and address information.

To register with Vendor Link, access the following URL and complete the Vendor Registration process:

https://www.ips.state.nc.us/IPS/vendor/vndpubmain.asp

Once you have received notification that your Vendor Link registration has been completed, you may request a logon for InterScope.

Follow these steps for creating a new Contractor user account:

1 – Select **Contractor** in the **User Type** field. This will display the entry form (see Figure 3).

2 – Click on the **Search VendorLink** button. This will display the search page in (see Figure 4).

3 – Enter the first 3 letters of your company name and press **Search**. This will display search results (see Figure 5).

4 – Find your company listing in the search results and press **Select**. This will fill in your company information and return you to the account request form (see Figure 6).

6 – Complete the remaining fields on the form and press **Submit**.

Note: It is important that the email address entered for the Firm be one that represents the firm directly and is not necessarily defined for a particular individual since all communication from InterScope for this account will be sent to the email address on file.

7 - A request will be sent to the InterScope Administrator who will review your request, verify the information against the data in InterScope, activate your account and send an email notifying you that the account has been activated.

Note: A user account cannot be established for any contractor that does not have prior or current approved and active construction projects setup in InterScope.

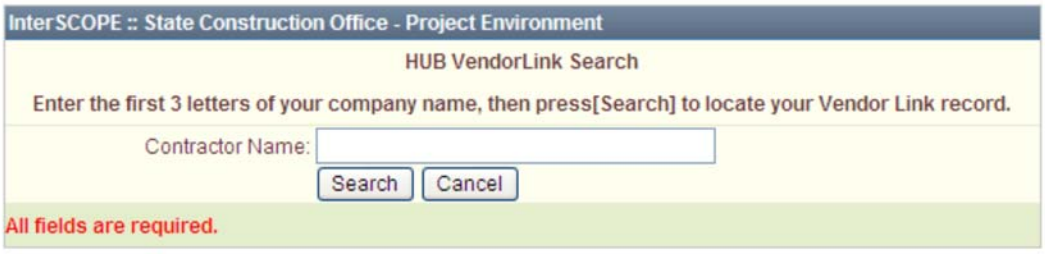

InterSCOPE :: State Construction Office - Project Environment
HUB VendorLink Search
Enter the first 3 letters of your company name, then press[Search] to locate your Vendor Link record.
Contractor Name:
Search
Cancel
All fields are required.

Figure 4

Figure 5

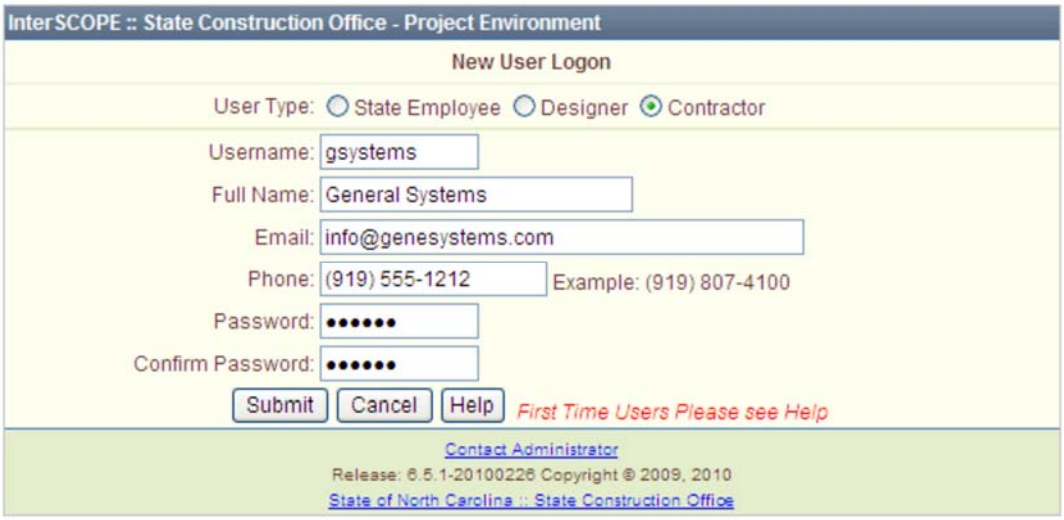


Figure 6

C. New Account Instructions for Owner Agencies

Follow these steps for creating a new Agency user account:

1 – Select **State Employee [Aren't some community college employees county not State so that this should read differently? I'll check.]**in the **User Type** field. This will display the entry form in Figure 7.

2 – Select your Department and Agency from the drop down lists and complete the remaining fields as indicated.

3 – Click **Submit**. A request will be sent to the InterScope Administrator who will review your request, verify the information against the data in InterScope, activate your account and send an email notifying you that the account has been activated.

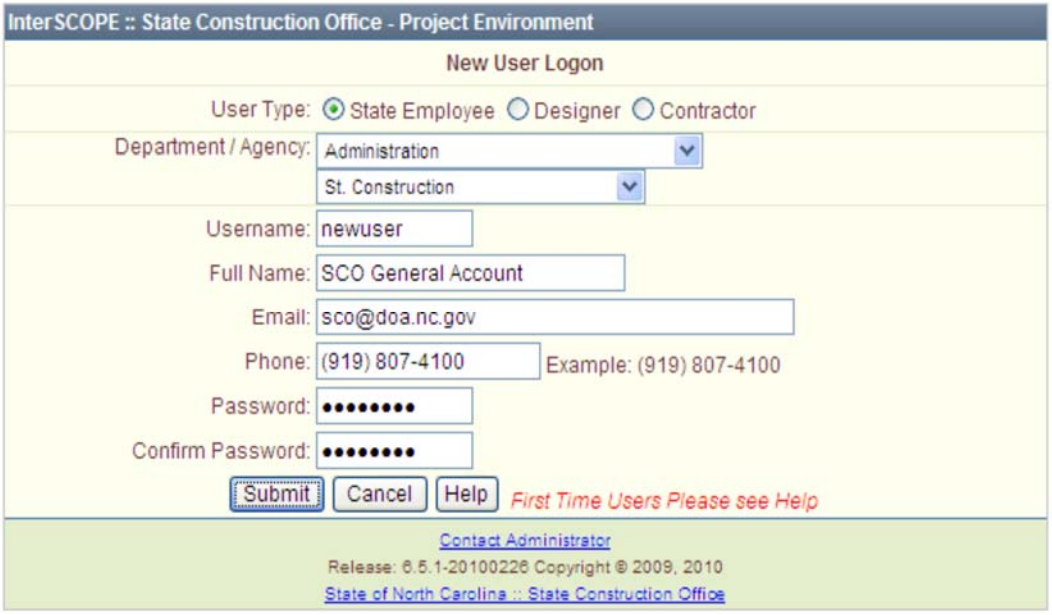


Figure 7

When the InterscopePlus system administrator creates an SCO or Owner-Agency user, the user is assigned one or more roles such as Project Manager, or Capital Project Coordinator (CPC), or Financial Manager. Each role allows the user to access specific information in the system, and the Menu options shown on the page header may vary based on the Role or Roles assigned to the user. As an example, a Project Manager may be able to view information only for projects within their agency or institution.

Permissions are part of roles, and determine whether the Role can add, change, delete, or only view the data on a given screen. The Project Manager role can allow the user to view the funding sources for a project but not be able to change them, but the user can change Milestone dates.

A user can have more than one Role, depending on their job requirements, and Roles can be added or deleted as job requirements change. The System Administrator must make those changes, based on requests from the appropriate management level.

This manual does not attempt to identify role requirements for each type of interaction.

IV. Navigation

A. Home

Each user has a home screen and may have a list of My Favorites that will allow them to go directly to a program or project they want to work on. Depending on your position or role, you may have additional clipboards such as 'My Projects', 'Change Orders in Progress' or 'Funds Transfers'. The organization of the information is hierarchical and flows from authorization > program > project > design contract>package>construction contract>HUB data. There are tabs that show where you are in the hierarchy and the options within the various levels. Click on any tab at any level to move around the system.

B. Searches

Much of the navigation in InterscopePlus is accomplished using Searches. You can enter as few or as many criteria as you wish. The more that are filled in, the shorter the list of returned data. It is possible to put in enough criteria that the search will return 0 results. If changing search criteria, be sure to clear any unneeded items, or

.

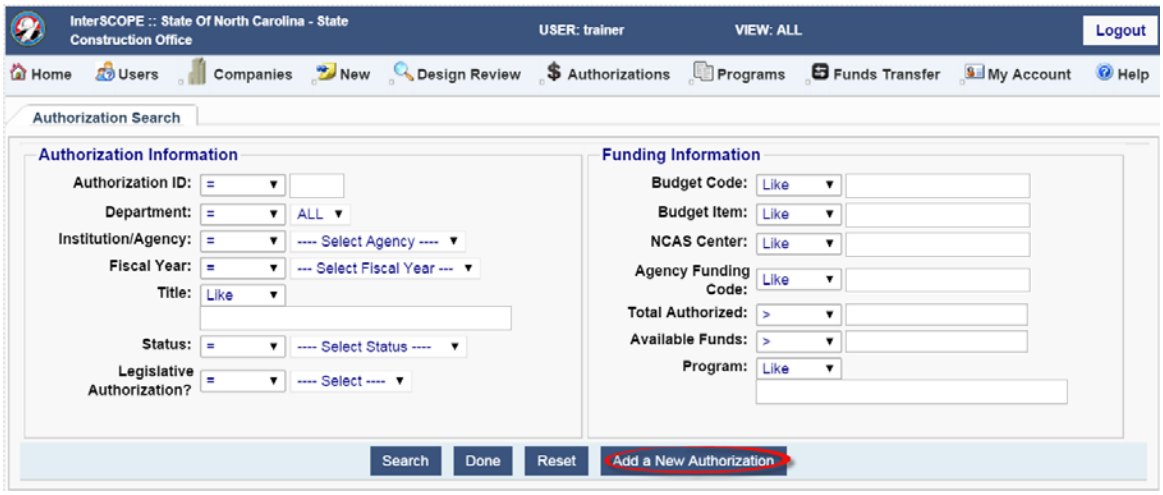
V. Entering Information

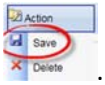
A. Authorization

Authorizations will typically be entered by a senior level person within a State Agency Department, by the System Office for Community Colleges or by UNC General Administration for Universities. Your user profile should autofill the Department.

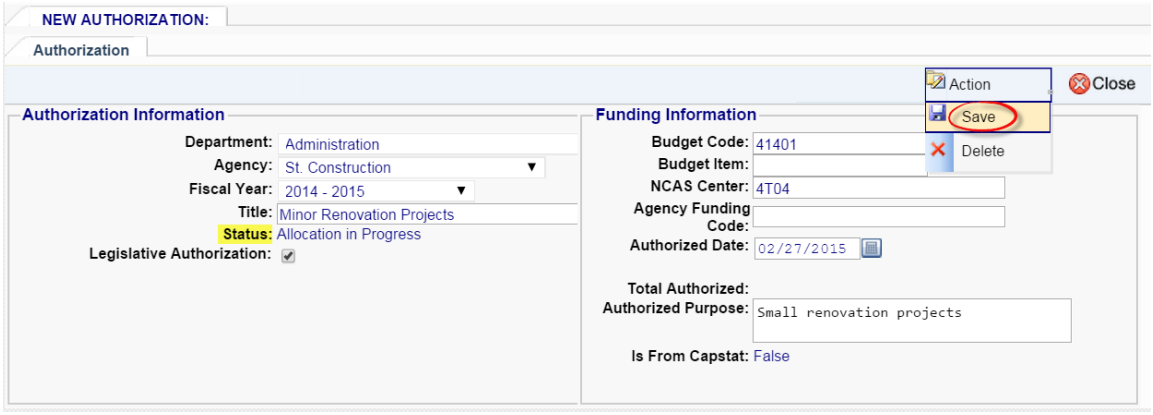
From the Home screen, select Authorizations>Authorization.

This will bring up the Authorization Search screen. Select the "Add a New Authorization" button



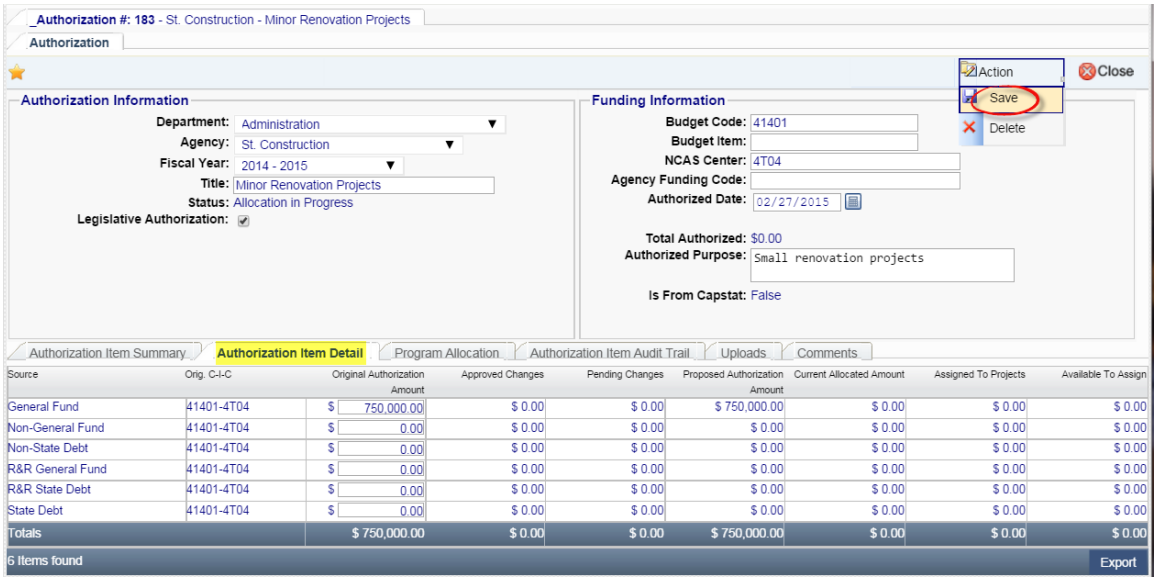
Fill in the appropriate information. Budget Code is required. Item OR Center is required, but not both, however all three may be entered. Click on 

. Note that the *Status* is "Allocation in Progress". This will not change until all funds are allocated to programs.



Once saved, the Authorization detail tabs show up on the lower part of the screen. There is also a system assigned Authorization #. Select the 'Authorization Item Detail' tab, where you will enter the amount of the authorization in the proper fund source(s). When all fund sources have been entered,

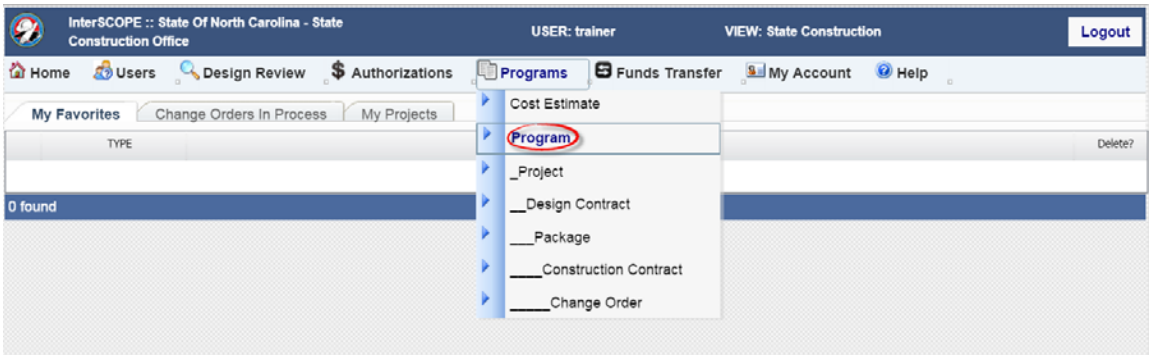
.


_Authorization #: 183 - St. Construction - Minor Renovation Projects
Authorization
Action
Close
Save
Delete
Authorization Information
Department: Administration
Agency: St. Construction
Fiscal Year: 2014 - 2015
Title: Minor Renovation Projects
Status: Allocation in Progress
Legislative Authorization:
Funding Information
Budget Code: 41401
Budget Item:
NCAS Center: 4T04
Agency Funding Code:
Authorized Date: 02/27/2015
Total Authorized: $0.00
Authorized Purpose: Small renovation projects
Is From Capstat: False
Authorization Item Summary
Authorization Item Detail
Program Allocation
Authorization Item Audit Trail
Uploads
Comments
Source | Orig. C-I-C | Original Authorization Amount | Approved Changes | Pending Changes | Proposed Authorization Amount | Current Allocated Amount | Assigned To Projects | Available To Assign
General Fund | 41401-4T04 | $ 750,000.00 | $ 0.00 | $ 0.00 | $ 750,000.00 | $ 0.00 | $ 0.00 | $ 0.00
Non-General Fund | 41401-4T04 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00
Non-State Debt | 41401-4T04 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00
R&R General Fund | 41401-4T04 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00
R&R State Debt | 41401-4T04 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00
State Debt | 41401-4T04 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00
Totals | | $ 750,000.00 | $ 0.00 | $ 0.00 | $ 750,000.00 | $ 0.00 | $ 0.00 | $ 0.00
6 items found
Export

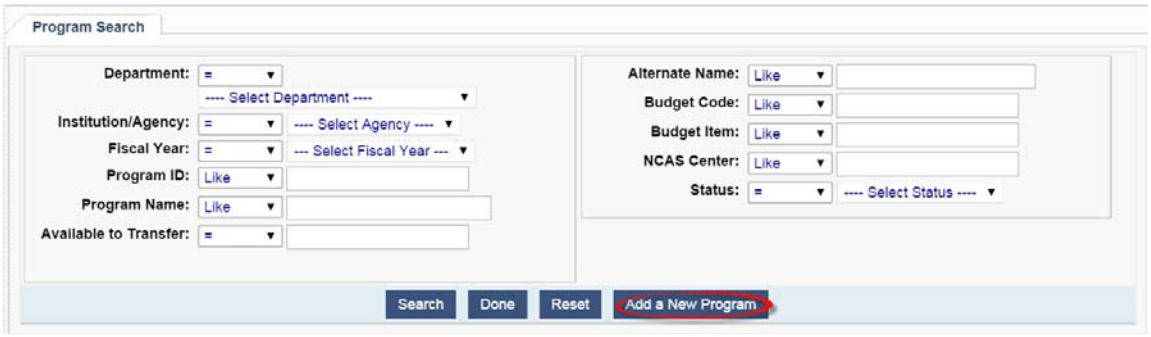
You will need to create a program and allocate funds before the authorization will become "Active" for use.

B. Creating a Program

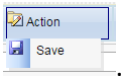
At the top of your home page, select Programs>Program to bring up the Program Search Screen.



If you are not sure if a Program already exists, perform a search for it by entering any search criteria that might be applicable. If the Program does not exist, click Add a New Program



The New Capital Program screen comes up. Fill in the appropriate information. The *Program Name* should be the same as the *Authorization Title*. The *Alternate Name* is not required but it is for the local Agency/Institution to use if they refer to the Program by a different name. Then



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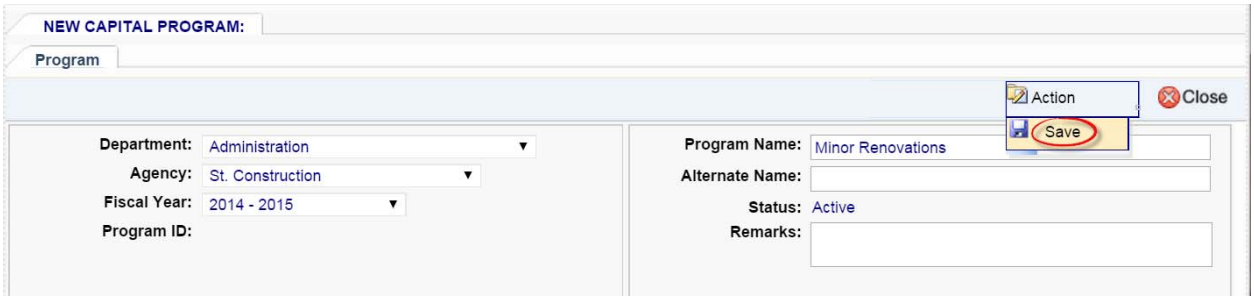

You should now see the Program Screen with the new Program # and tabs below it. The Program # is generated by the system and cannot be changed.

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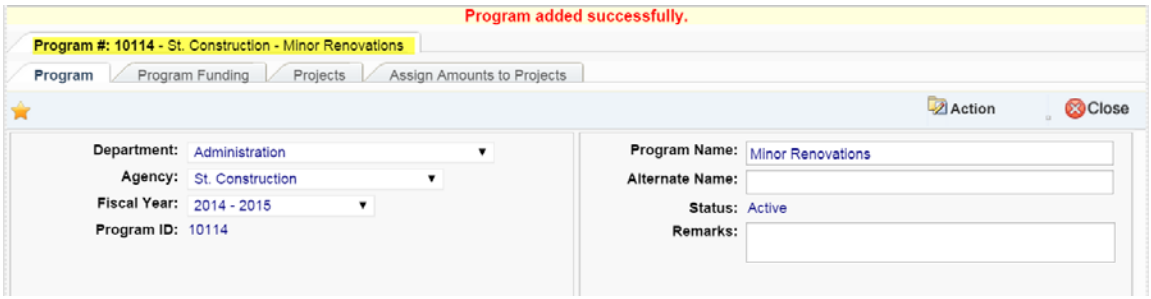

Program added successfully.
Program #: 10114 - St. Construction - Minor Renovations
Program
Program Funding
Projects
Assign Amounts to Projects
Action
Close
Department: Administration
Agency: St. Construction
Fiscal Year: 2014 - 2015
Program ID: 10114
Program Name: Minor Renovations
Alternate Name:
Status: Active
Remarks:

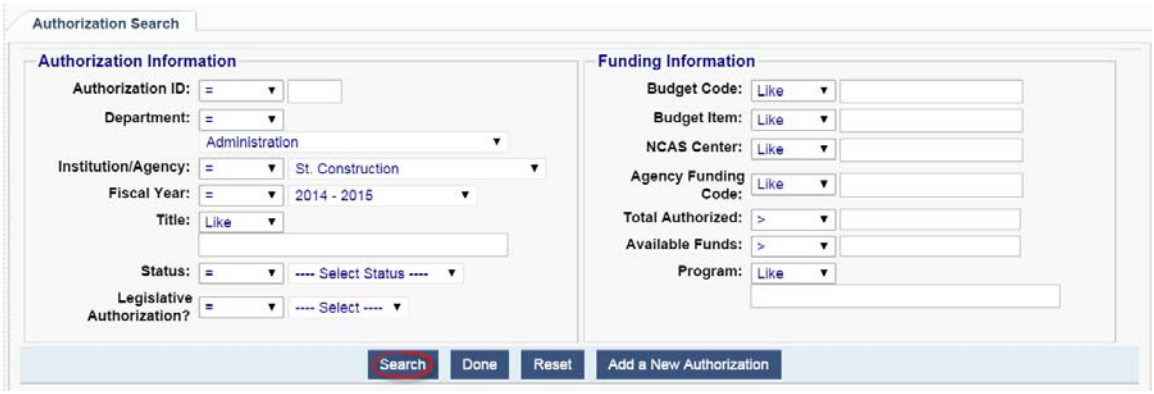
C. Allocating Funds

Funds are allocated from an Authorization to one or more Programs. If there are multiple fund sources for an authorization, make sure that you select the one you want to allocate. You must perform a separate allocation for each fund source to each Program.

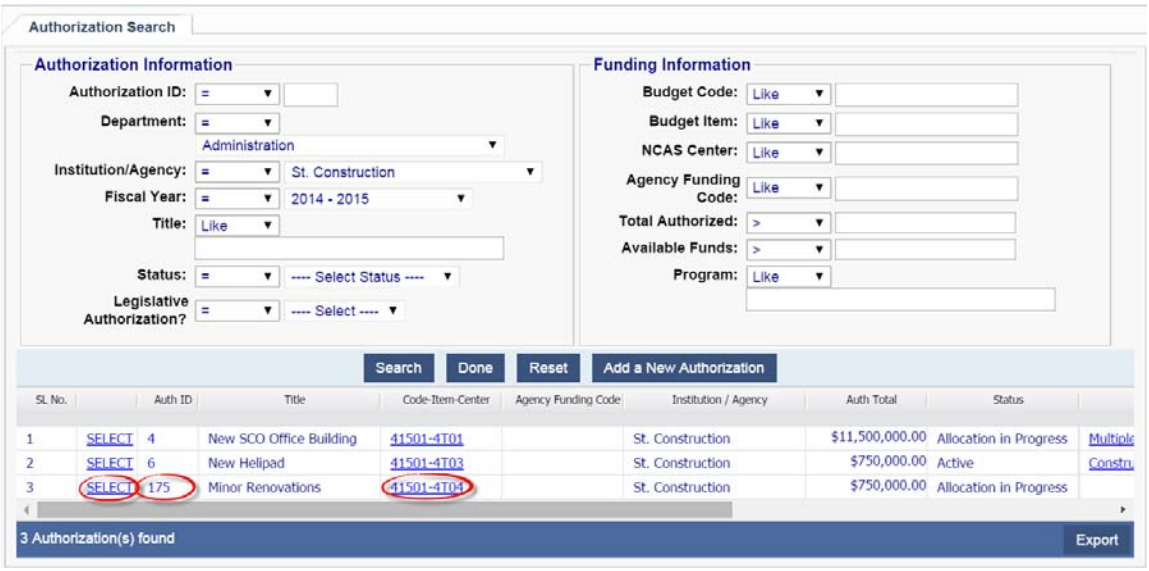
NOTE: All funds must be allocated to change the status from 'Allocation in Progress' to 'Active'

Start by selecting Authorizations>Authorization.

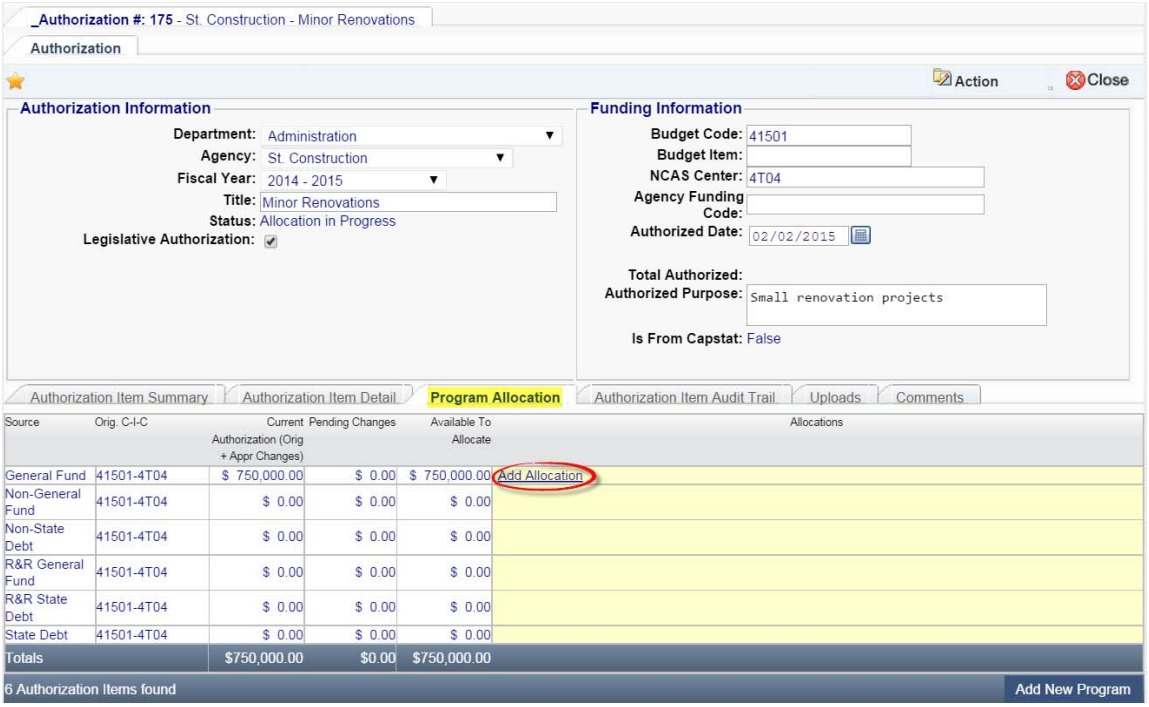
This will bring you to the Search screen. Fill in appropriate data and for the authorization.



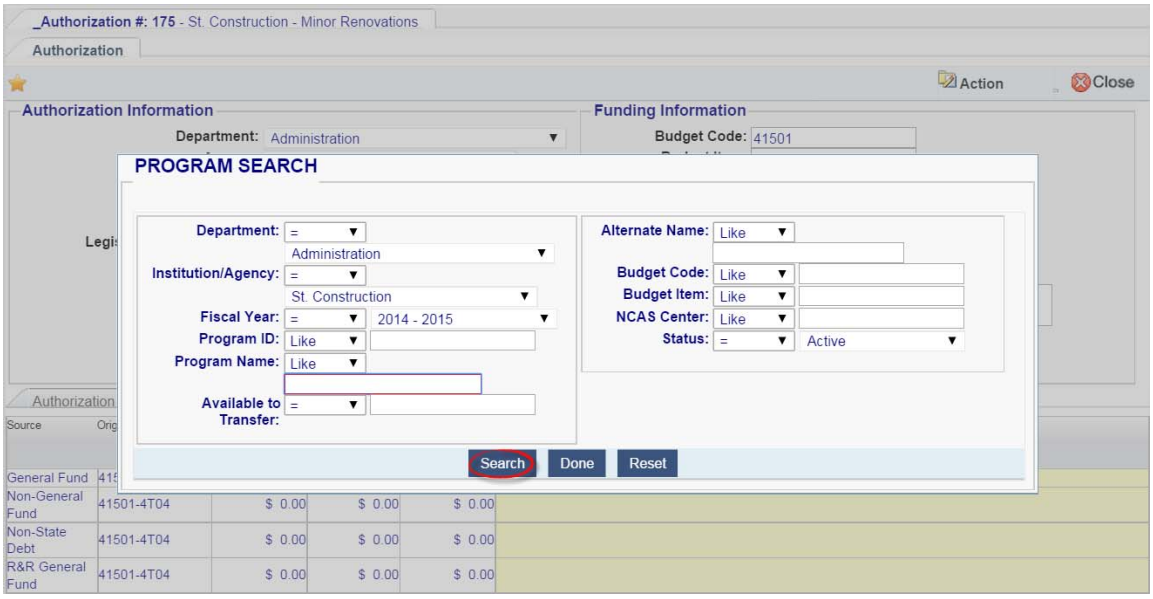
The search will return a list, below, of all Authorizations that meet the criteria. Select the appropriate one by clicking on the 'SELECT', *Auth ID* or *Code-Item-Center* for that Authorization.



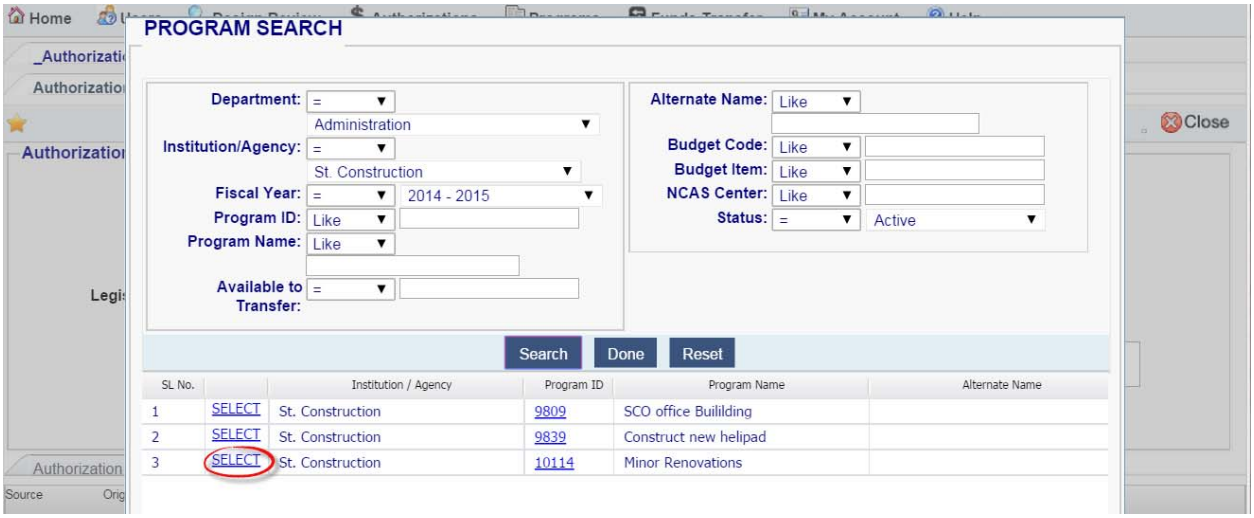
That will bring you to the Authorization Information screen. Select the 'Program Allocation' tab, then the 'Add Allocation'.



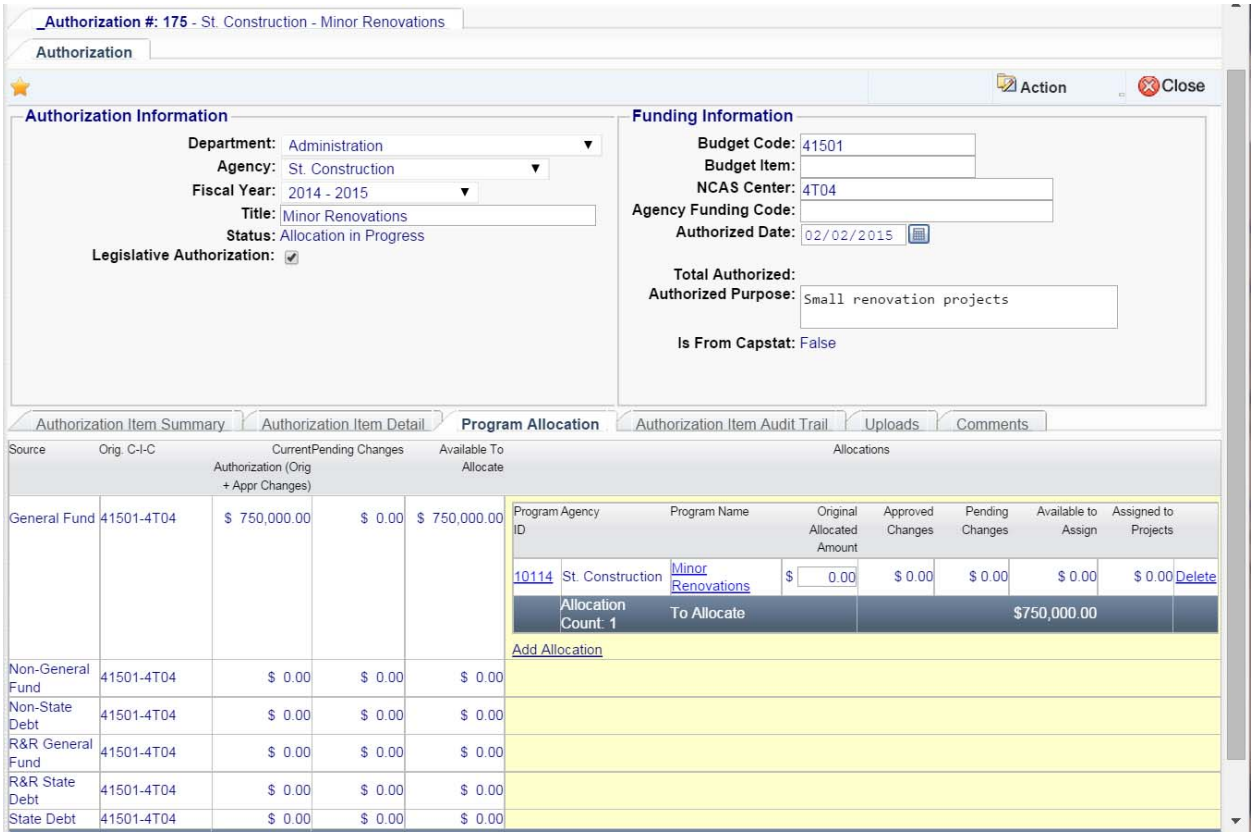
This will bring up a Program Search. Fill in the appropriate information and Search.



From the search results, 'Select' the desired Program.

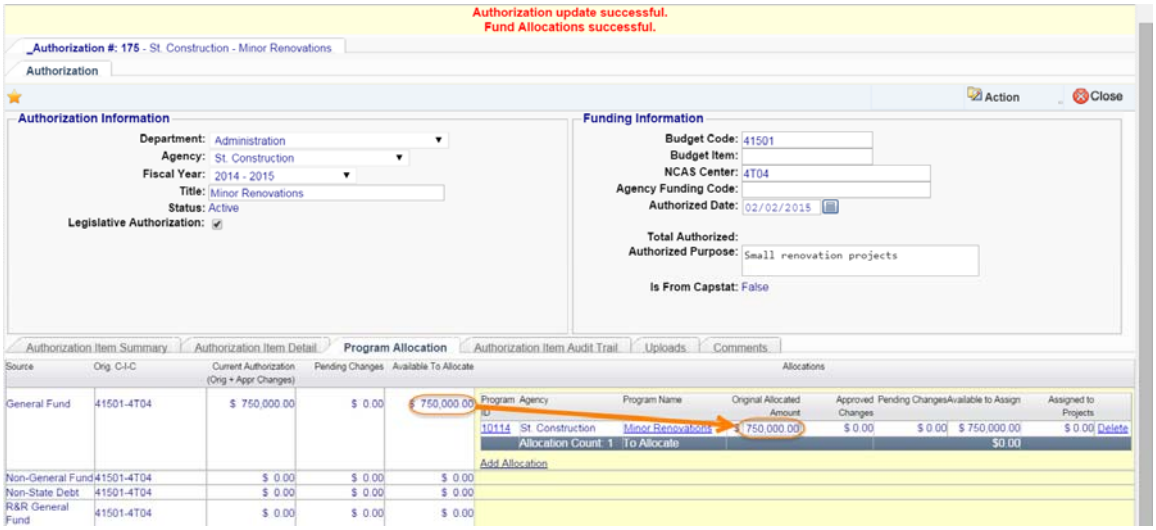


This takes you back to the Authorization Program Allocation screen with the selected program displayed, ready for you to enter the appropriate dollar amount to be allocated.



Enter the amount to allocate to the Program and click on the

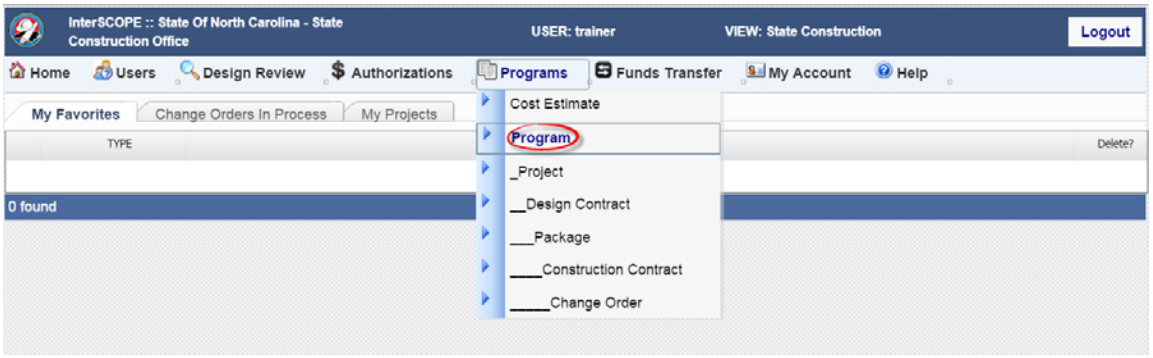
. You will then see that the funds are allocated, they are available to assign, and because all funds are now allocated, that the Authorization *Status* is "Active".



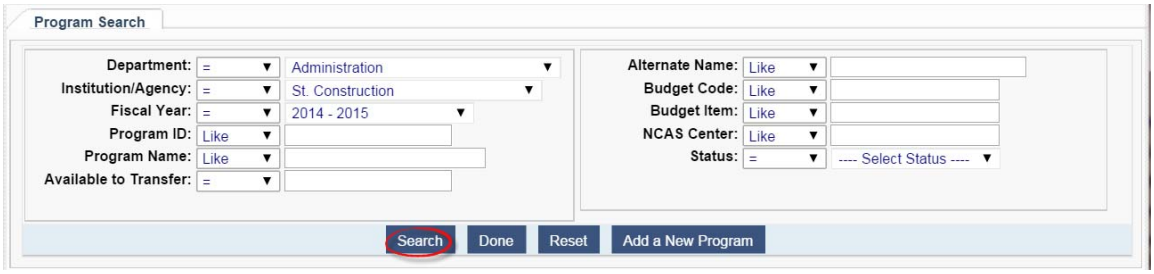
D. Creating a Project

NOTE: The Project must be created under the Program that will provide the funding for it.

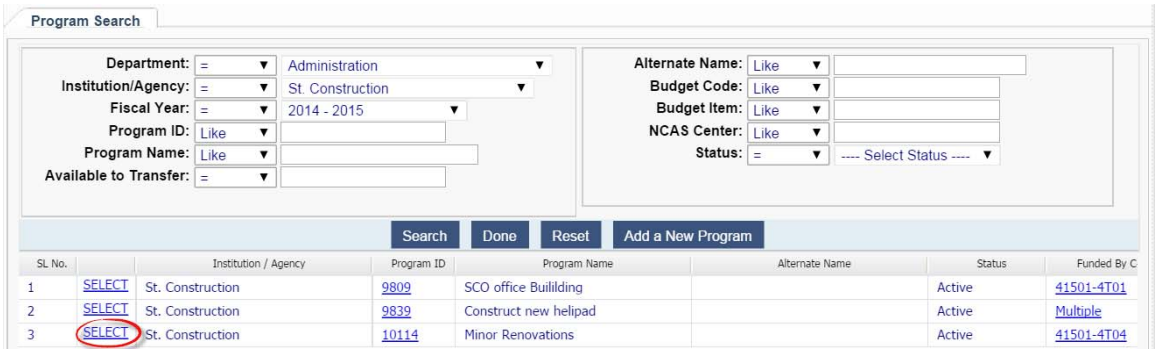
At the top of your home page, select Programs>Program to bring up the Program Search Screen.



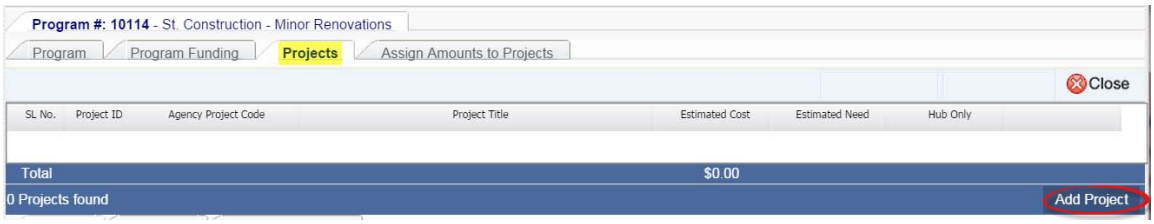
Fill in the appropriate information and .



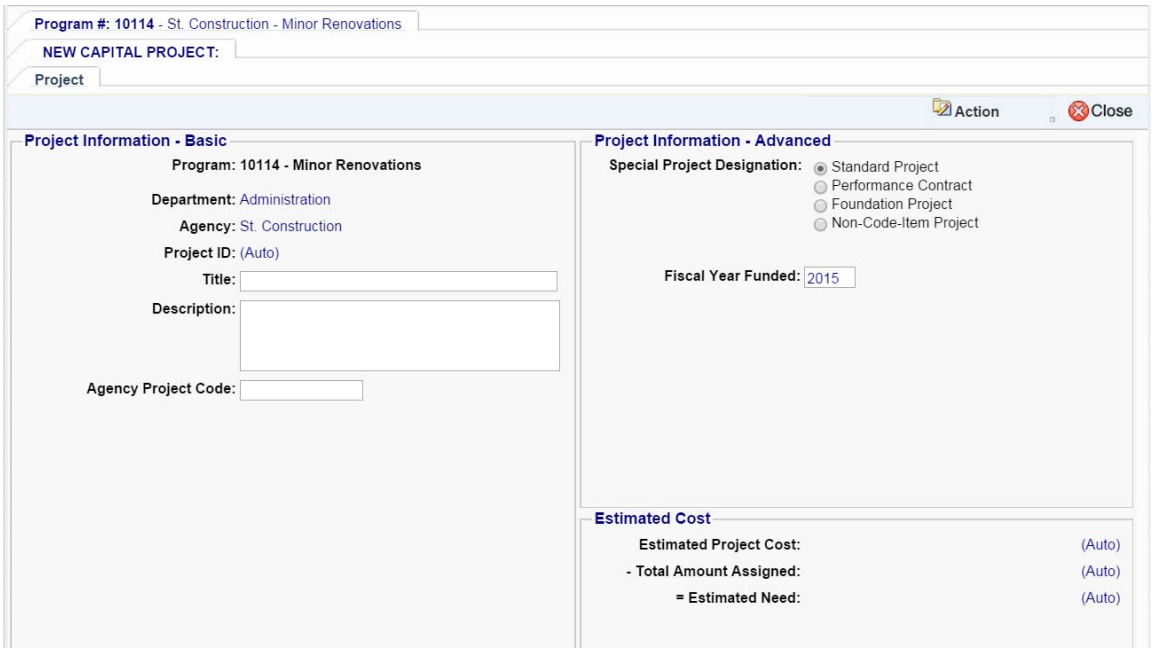
The search results will show all Programs that meet your criteria. 'Select' the Program you want.



You will now be in the Program. Select the 'Projects' tab, then the 'Add Project' button.



Now you are on the New Capital Project screen.



Fill in the Project Information – Basic, and Advanced as appropriate. The *Title* and *Description* are required. The *Agency Project Code* is optional. In the Advanced block, select the appropriate type of project under *Special Project Description*.

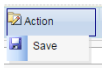
Standard Project: The default type that will apply to most Capital projects.

Performance Contract: This applies to Guaranteed Energy Savings Performance Contracts

Foundation Projects: This applies primarily to UNC System projects that are designed/constructed by a foundation but must be reviewed by SCO

Non-Code-Item Projects: This is for projects that do not go through the normal State authorization process, such as county funded projects at Community Colleges, or projects completed with operating funds. This will also be used for reporting small project HUB information. An *Estimated Project Completion* date, *Funding Source*, and *Fiscal Year Funded* must be entered.

NOTE: Once you have selected the project designation and saved, it cannot be changed. If it is the wrong designation, it will have to be deleted and re-entered with the proper designation.

Then 

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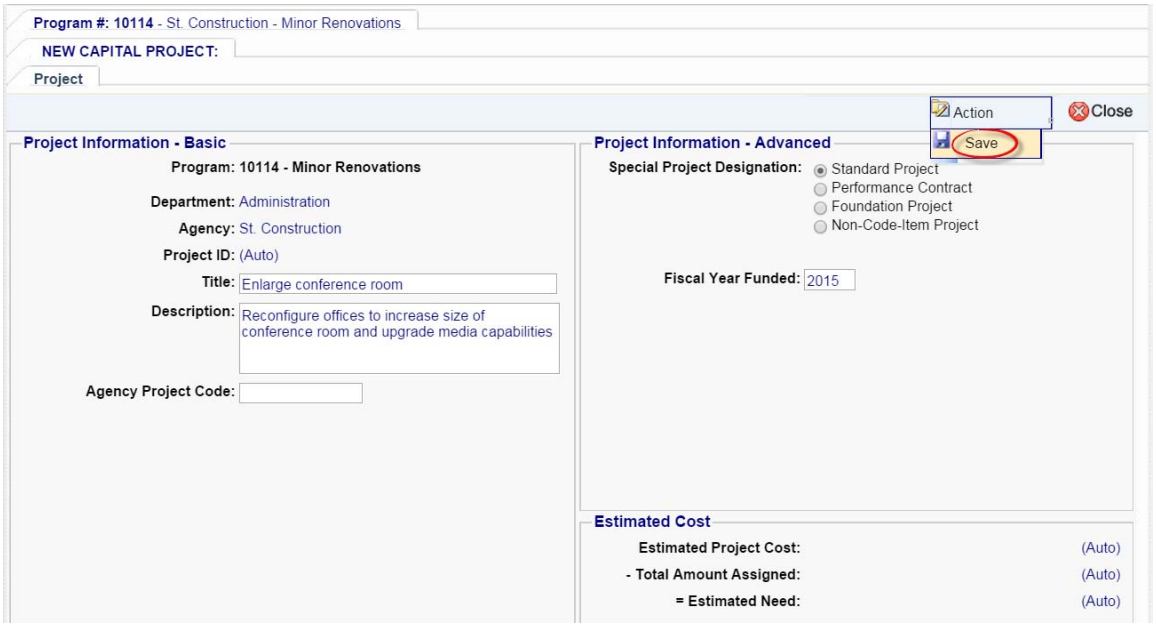
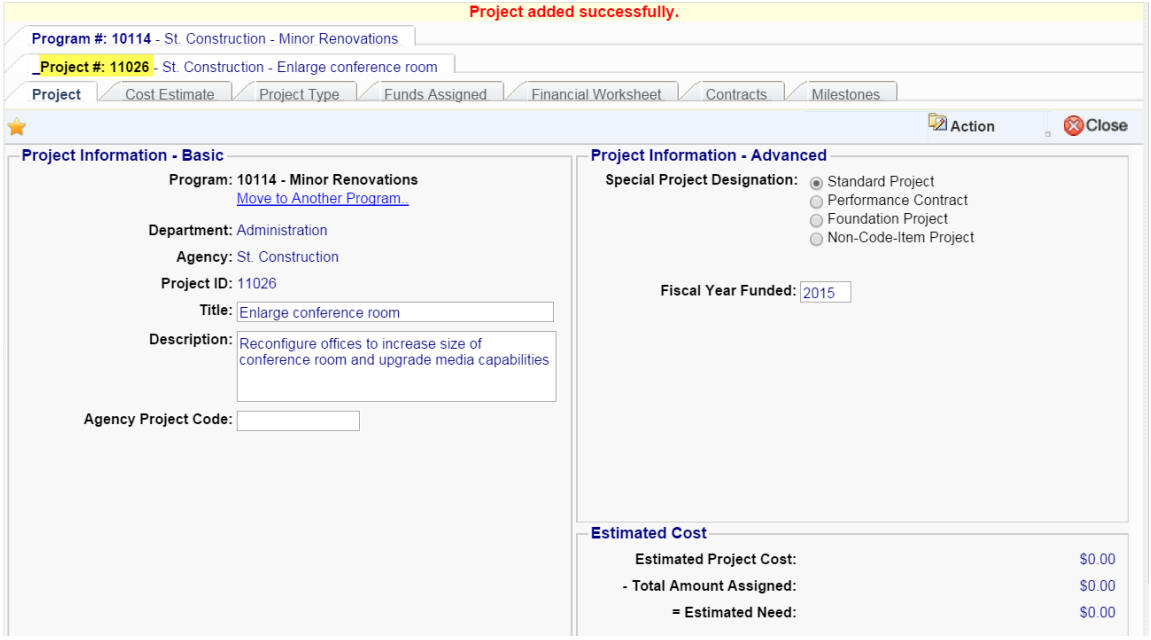


This assigns a project number and displays all of the respective tabs.

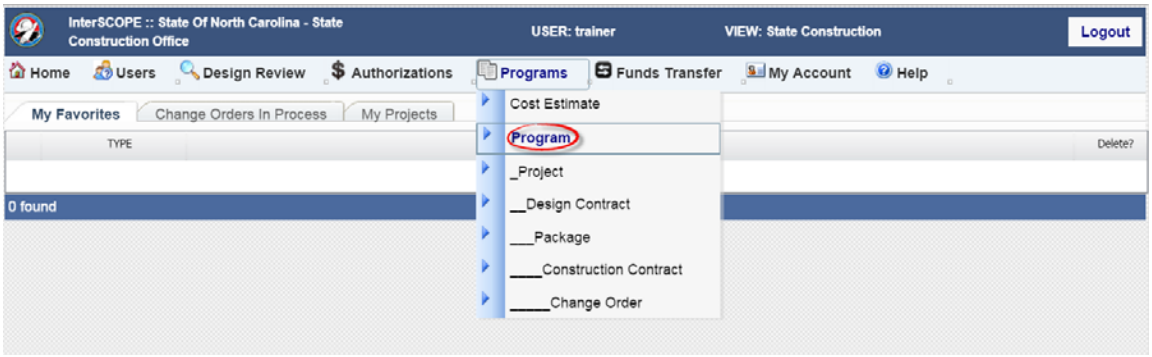


E. Assigning Funds

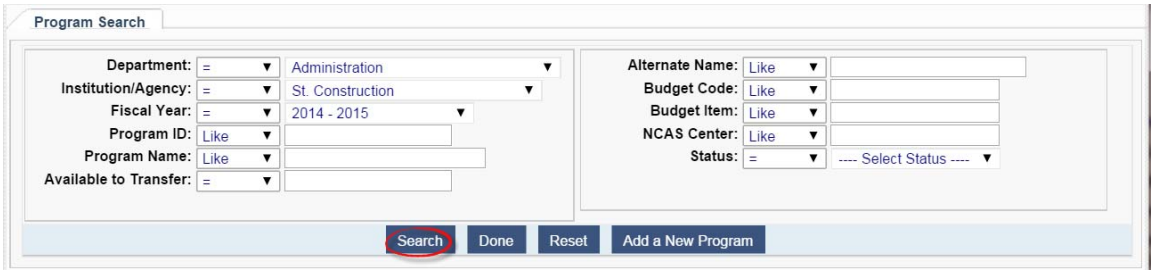
Note: Before assigning funds to a project, the project must exist and there must be funds allocated to the program and available for assignment.

If there are multiple funding sources in a program, funds can be assigned to the project from any available source.

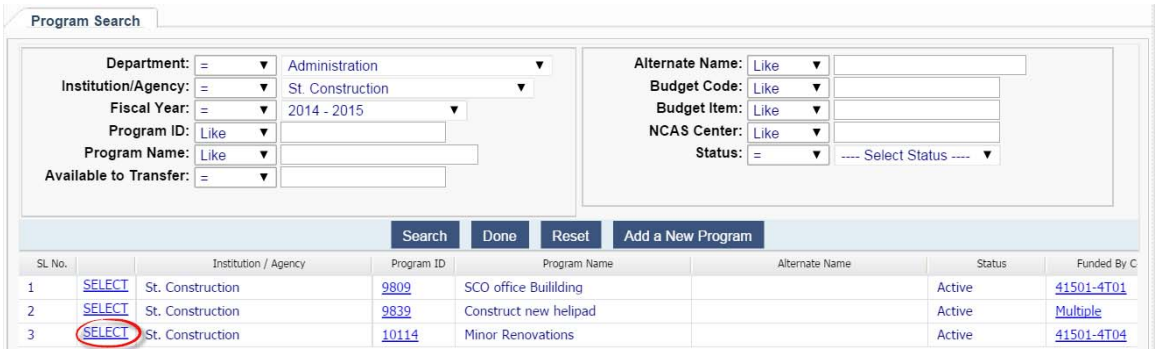
At the top of your home page, click on Programs>Program to bring up the Program Search Screen.



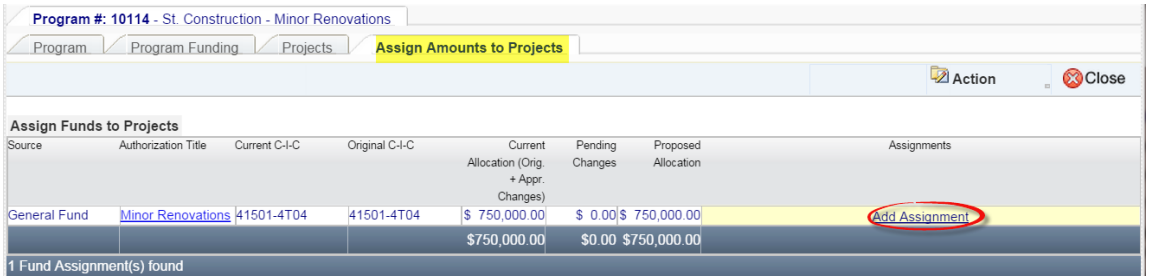
This will bring up a Program Search. Fill in the appropriate information and click Search.



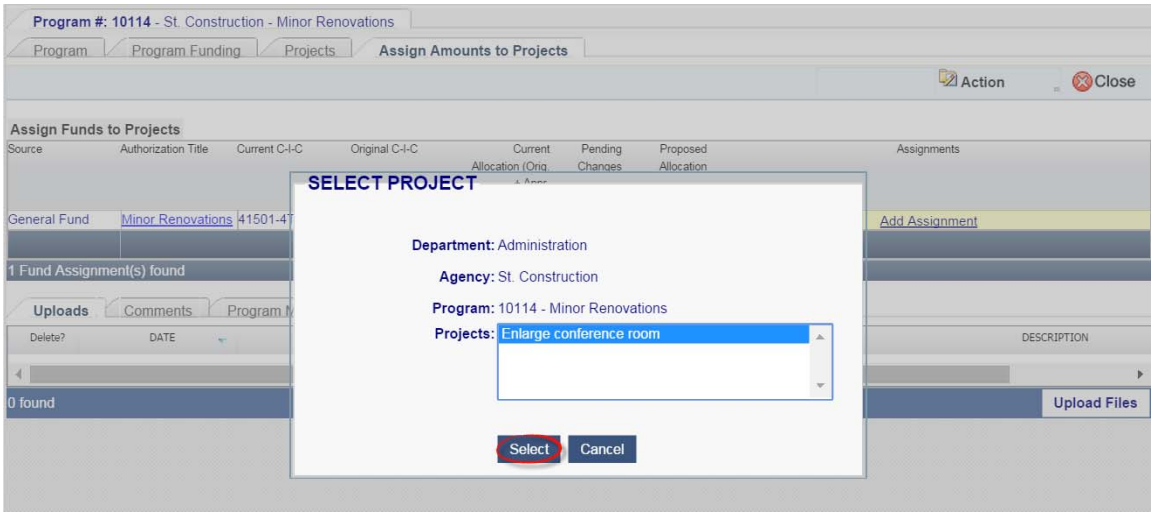
The search results will show all Programs that meet your criteria. 'Select' to choose the Program you want.

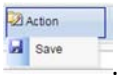

Program Search
Department: = Administration
Institution/Agency: = St. Construction
Fiscal Year: = 2014 - 2015
Program ID: Like
Program Name: Like
Available to Transfer: =
Alternate Name: Like
Budget Code: Like
Budget Item: Like
NCAS Center: Like
Status: = ---- Select Status ----
Search
Done
Reset
Add a New Program
SL No. | Institution / Agency | Program ID | Program Name | Alternate Name | Status | Funded By C
1 SELECT St. Construction 9809 SCO office Buililding Active 41501-4T01
2 SELECT St. Construction 9839 Construct new helipad Active Multiple
3 SELECT St. Construction 10114 Minor Renovations Active 41501-4T04

This will bring you to the program screen. Select the 'Assign Amounts to Projects' tab and click on 'Add Assignment'.

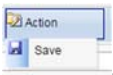


A new window will appear with a list of Projects in the Program. Click on the desired project and then Select.



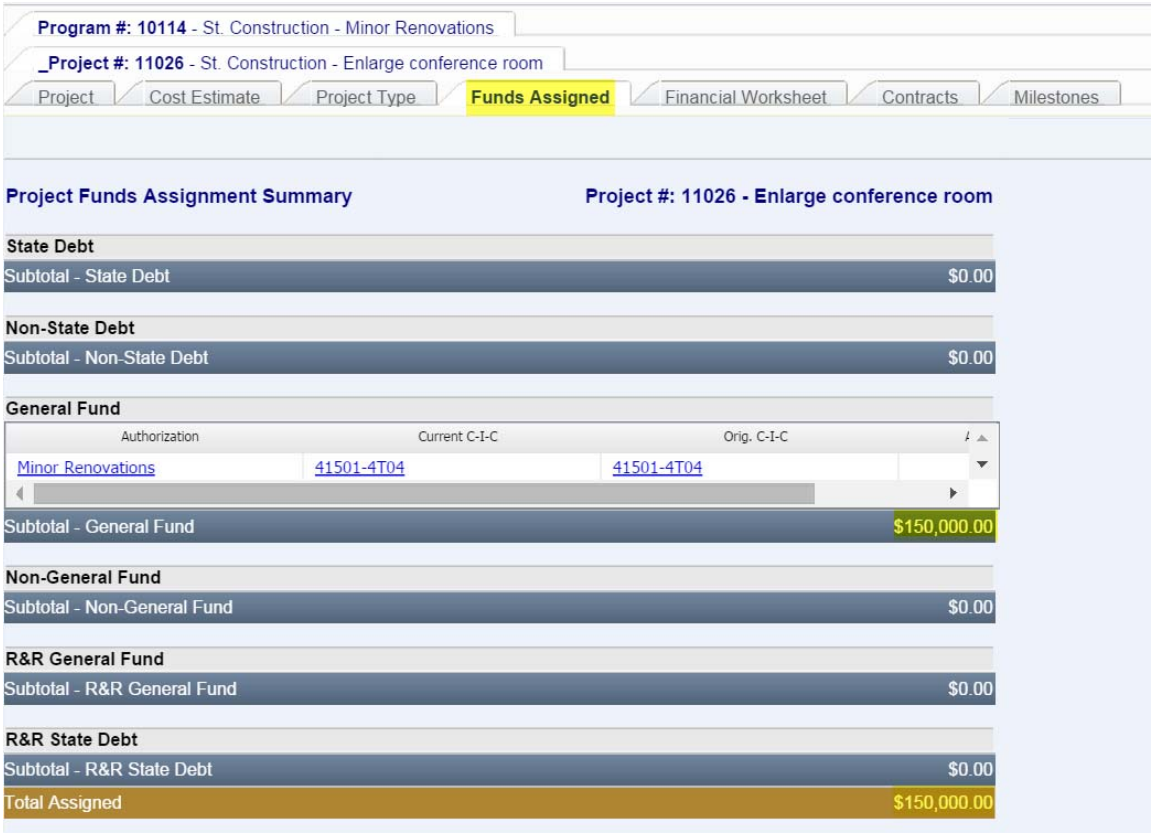
Enter the amount of funds you want to assign and then 

.

To Change an *Assignment Amount*, type in the new desired amount and 

.

To review the outcome of your action, you may click on the Project ID or Project Name and it will take you to the Project. Select the 'Funds Assigned' tab and you can see the funds have been assigned.

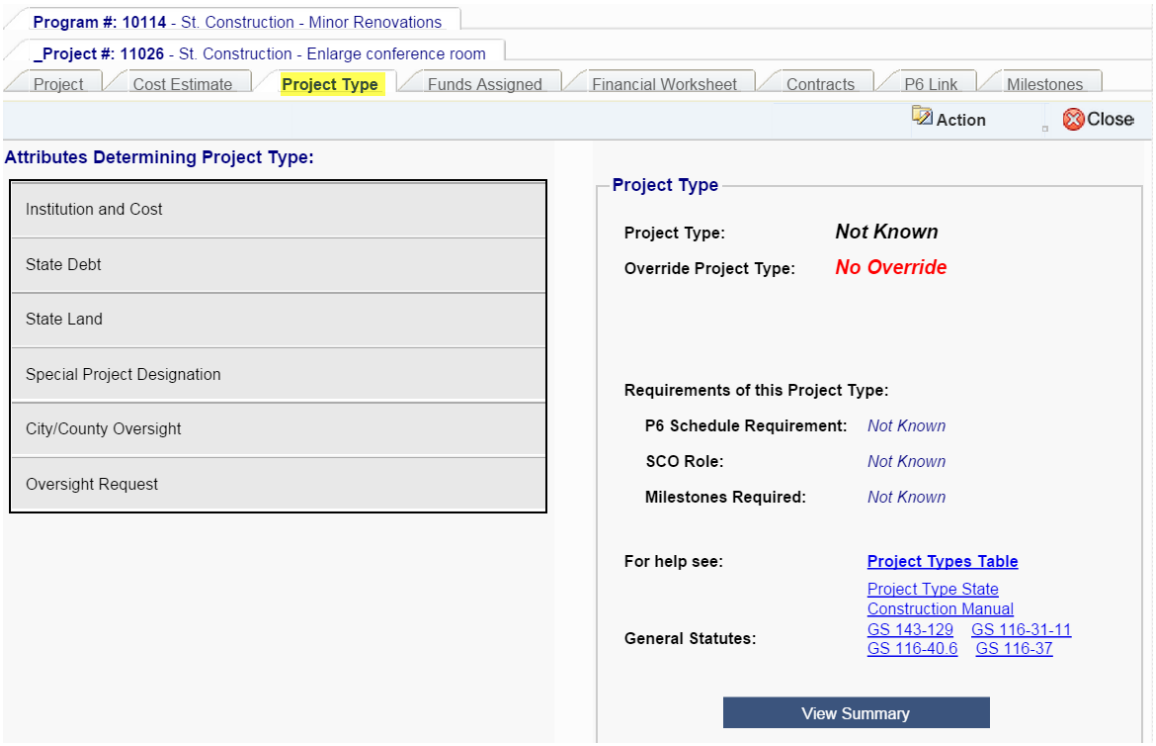

Program #: 10114 - St. Construction - Minor Renovations
_Project #: 11026 - St. Construction - Enlarge conference room
Project
Cost Estimate
Project Type
Funds Assigned
Financial Worksheet
Contracts
Milestones
Project Funds Assignment Summary
Project #: 11026 - Enlarge conference room
State Debt
Subtotal - State Debt
$0.00
Non-State Debt
Subtotal - Non-State Debt
$0.00
General Fund
Authorization
Current C-I-C
Orig. C-I-C
Minor Renovations
41501-4T04
41501-4T04
Subtotal - General Fund
$150,000.00
Non-General Fund
Subtotal - Non-General Fund
$0.00
R&R General Fund
Subtotal - R&R General Fund
$0.00
R&R State Debt
Subtotal - R&R State Debt
$0.00
Total Assigned
$150,000.00

F. Entering Cost Estimate

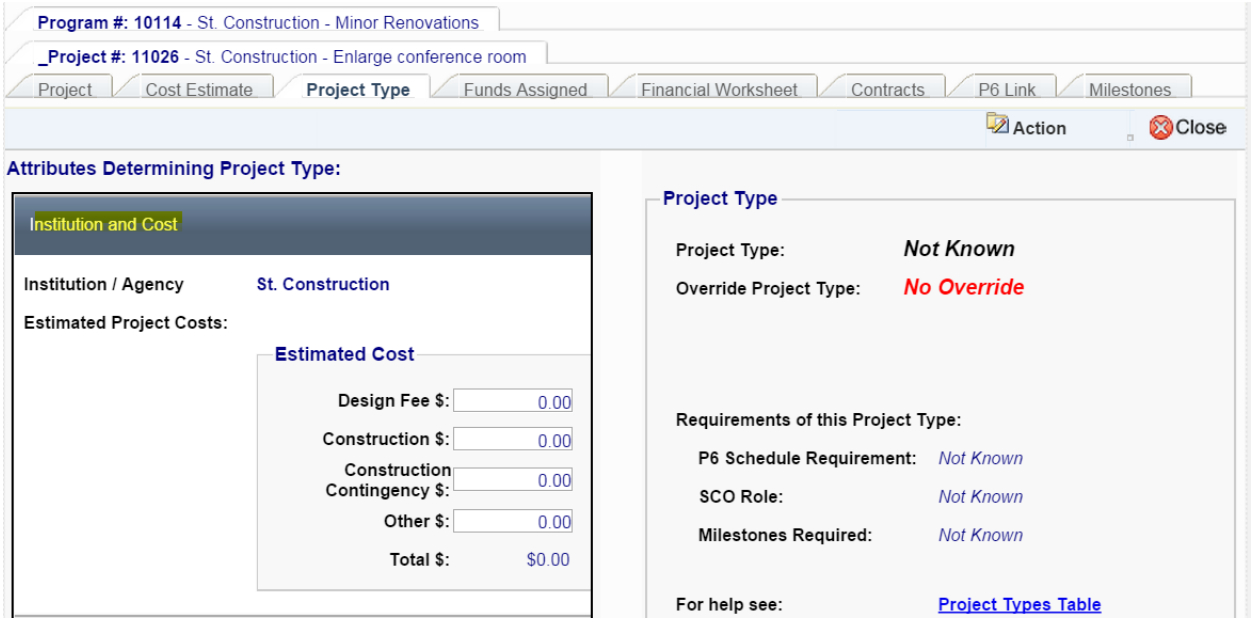
Cost Estimate, in terms of InterscopePlus, refers to the OC-25 for capital projects, or Form 3-1 for Community Colleges. If the OC-25 for the project has been certified by SCO, it will show on the screen for the 'Cost Estimate'. If the project name has been changed, the system may not find the OC-25 and the 'Search' feature can be used to find it. If an OC-25 does not exist, there is an option to create one. Estimate information is entered as part of the process of establishing the project type described in detail in the next section.

G. Determining Project Type

Select the 'Project Type' tab.

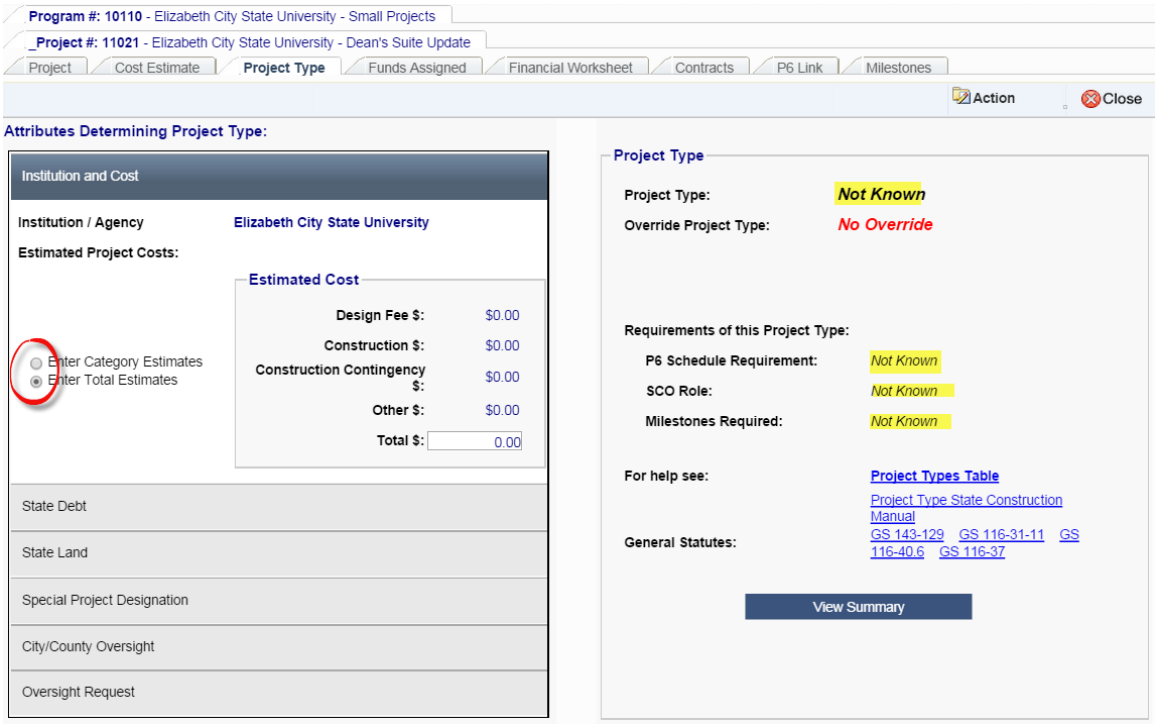


Here you will enter information about the project which will be used to determine a Project Type, which in turn determines SCO's oversight role, what type of P6 schedule will be required, and which milestones will be required. Click on the "Institution and Cost" tab to start the process.

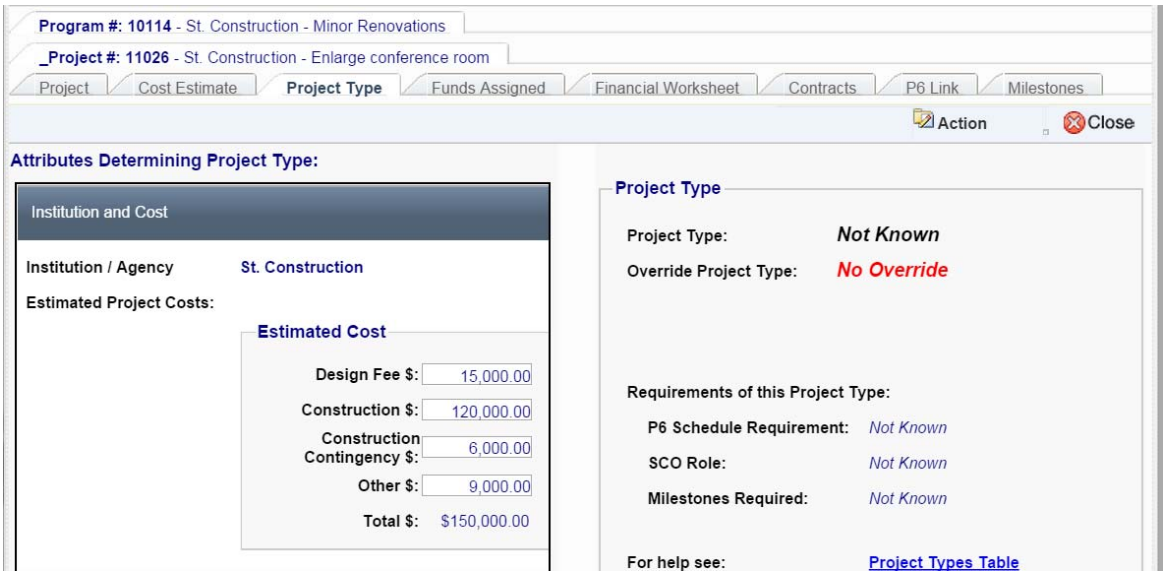


For State Agencies and Community Colleges, the Estimated Cost must be subdivided into 4 categories: *Design Fee*, *Construction*, *Contingency*, and *Other*.

For UNC Institutions, the Estimated Costs must be subdivided into the 4 categories for projects estimated at more than $2M and so subject to SCO oversight. For projects estimated at less than $2M, the estimate may be entered in the 4 categories, or as a lump sum cost by selecting the appropriate radio button.



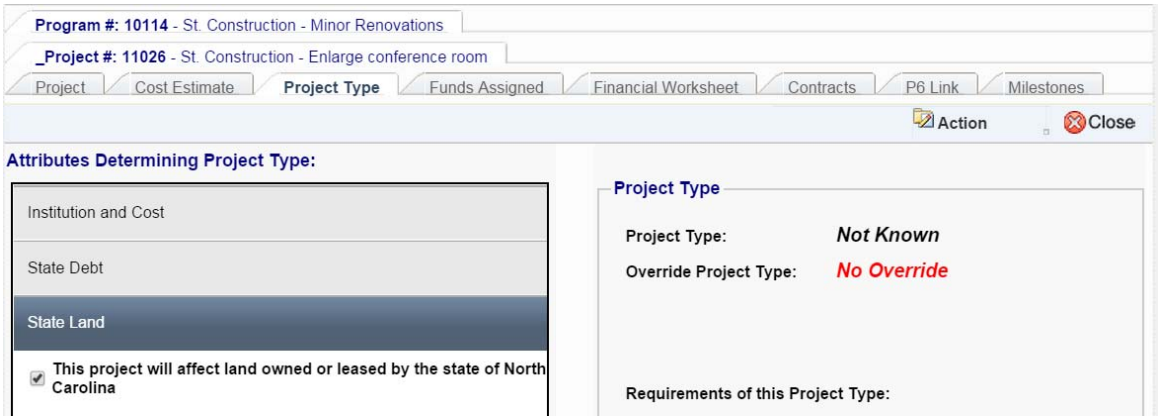
Enter the cost estimate for the entire project, regardless of the amount of funding that is available. For example, you may only have been authorized funding for advanced planning, but you will enter the estimated cost for the entire project here.



Click on each successive tab and complete the required information:

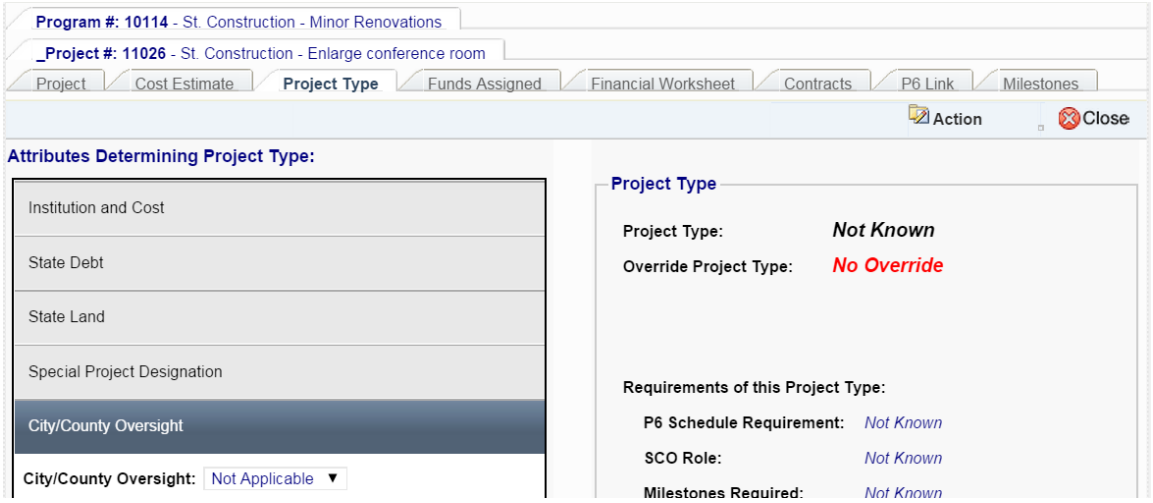
State Debt would only be applicable if the funding was provided through State Debt (Bonds, Certificates Of Participation (COPS), or R&R-Debt).

State Land – This will be applicable to most projects except for Community Colleges and some Foundation projects.

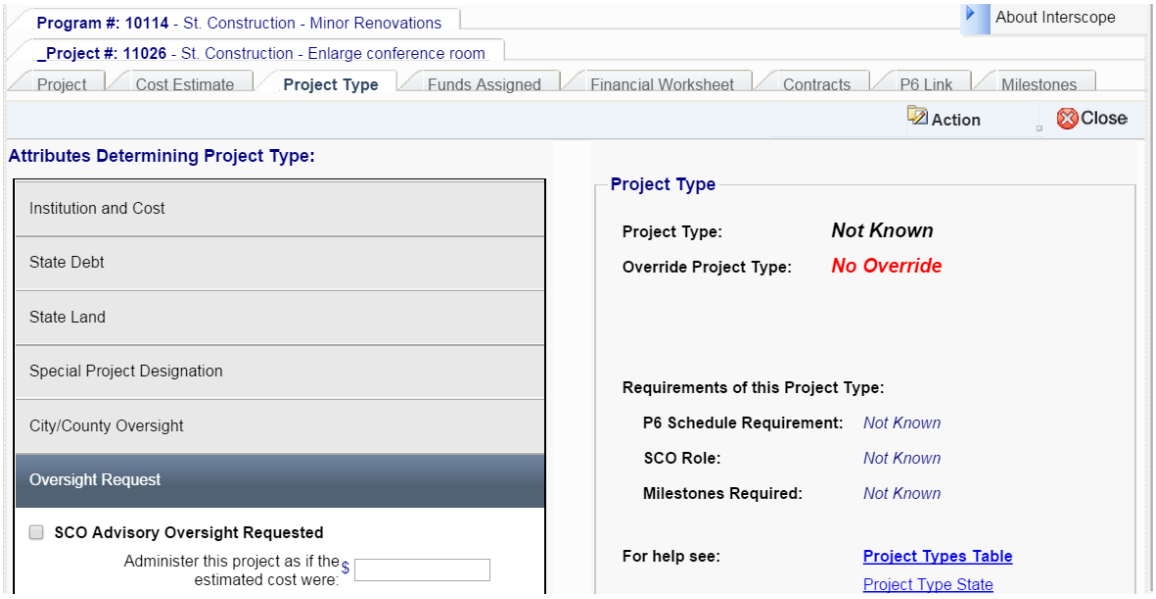


Special Project Designation – you already selected this when you created the project.

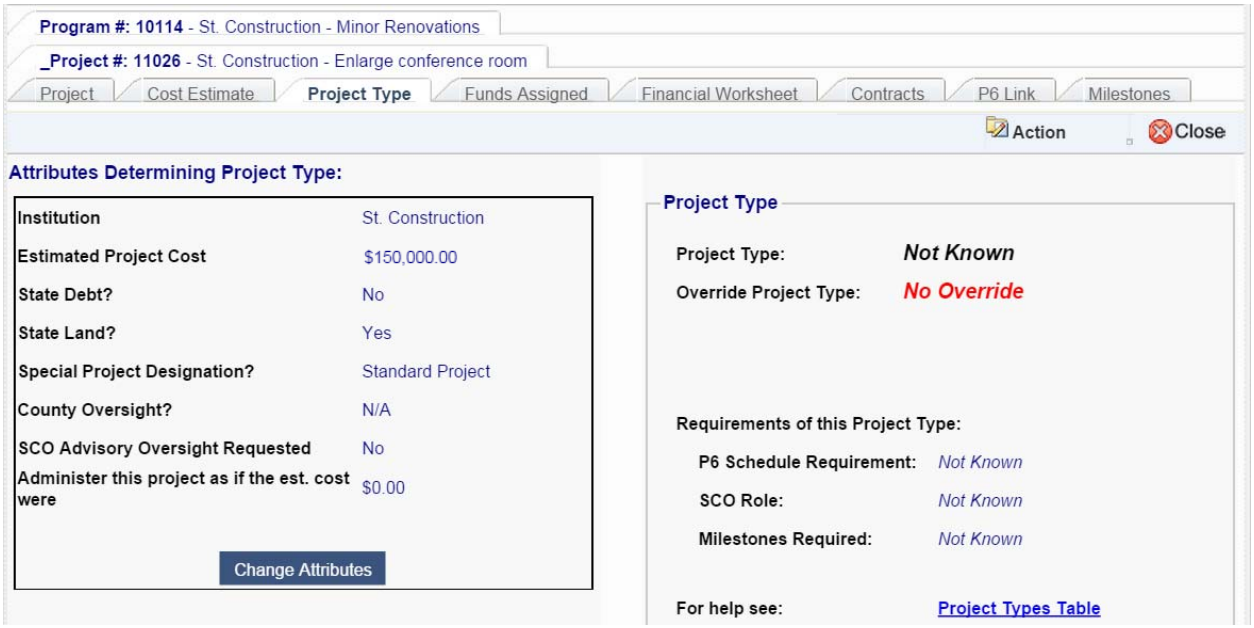
City/County Oversight – This applies primarily to Community Colleges, but would apply to any project where the local government will be responsible for plan approval and inspections.

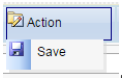


Oversight Request – If the project would not require SCO oversight, but the Agency/Institution would prefer SCO to have oversight, it can be requested here. An example is if the estimated cost for an Agency project is $490,000, they could request SCO treat it as if it were over $500,000.

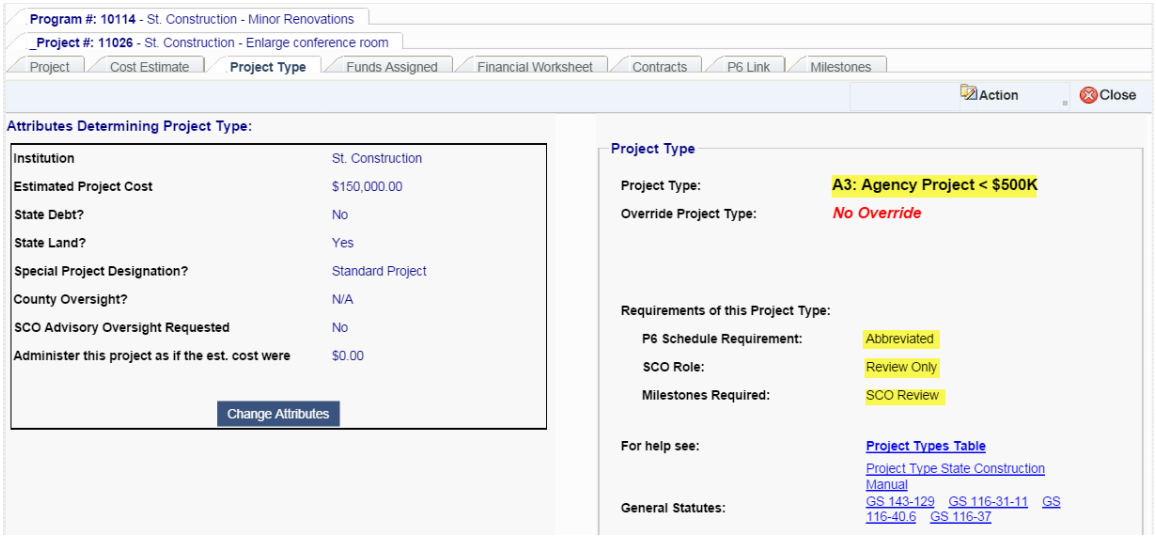


When all of the Attributes have been completed, click View Summary located at the bottom right of the screen for a quick review.



If the information is correct, click 

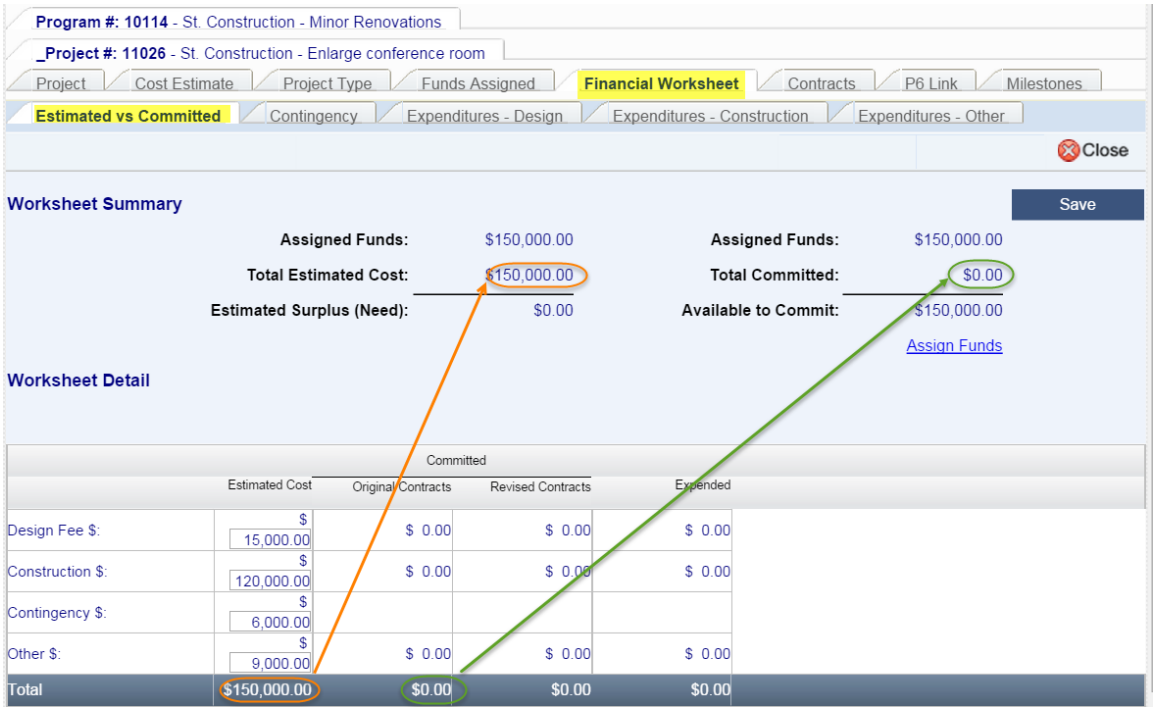
, or 'Change Attributes' to modify the information.



When it is 'Saved', the *Project Type* is determined and displayed along with the *P6 Schedule Requirement*, the *SCO Role*, and *Milestones Required*.

H. Financial Worksheet

The financial worksheet provides information on the financial aspects of the project, including such things as contractual commitments to design and construction. To access this information, navigate to the Project, select the 'Financial Worksheet' tab and it will display the Estimated vs Committed tab.



The *Assigned Funds* are automatically displayed, based on the total amount of funds assigned from the Program, regardless of funding source. Details can be viewed on the "Funds Assigned" tab.

The *Estimated Cost* data is automatically displayed from the data entered in the Project Type> "Estimated Costs" tab. These costs can be changed by selecting the appropriate cost category and entering a new number in the field. If the project type has not been established, Estimated Cost information may be entered here.

The *Total Committed* is the sum of all commitments (design contracts, construction contracts and any Purchase Orders). The amounts of the design contract and construction contract are automatically completed when the respective contract is executed. Changes to those contracts are shown in the *Revised Contracts* column and the total of the Revised Contracts will become the total committed. Refer to sections on creating design contracts, creating construction contracts, and change orders for details.

The system will allow the *Estimated Cost* to be greater or less than the *Assigned Funds*, but it will not allow *Total Committed* funds to be greater than *Assigned Funds* for Standard Projects. Simply put, you cannot contract for any work without sufficient funds available.

Other $ would be other owner related costs that would appropriately be charged to the project such as advertising, soils exploration, materials testing, fixed furnishings and equipment (FF&E), etc. Refer to the section on entering Other Commitments for detailed instructions.

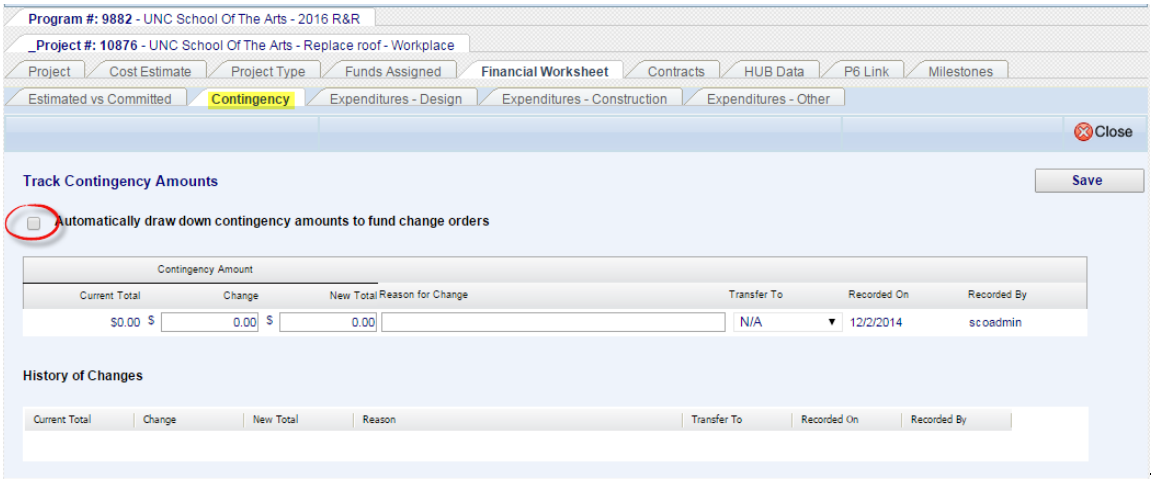
Contingency $ are assumed to be the construction contingency. For projects with design contracts under negotiation, the amount listed as the estimated contingency will automatically be shown as construction contingency when the design contract is established. This may be modified in the design contract negotiation process and revised as appropriate.

~~Because of the different methods Agencies/Institutions use and track contingency, there are different options.~~

> ~~Option A is to move funds from Contingency $ to the respective category in which they will be spent by decreasing the Contingency $ value and increasing the category into which the funds are going i.e. Design $ or Construction $. There is no audit trail for this option, and the Estimated Cost amount in the category (Construction $) must be greater than or equal to the commitment.~~
>
> ~~Option B: Click on the Contingency Tab~~

NOTE: Funds cannot be committed/expended directly from the Contingency $ category.

~~However, note that the selection may be made to have contingency affected automatically as a result of change order processing, as shown below.~~



~~Each movement of Contingency funds can be entered in the details either by entering the change amount or the new total and where it is transferred to. The Reason for Change is optional, but recommended to complete the audit trail. The Estimated Cost amount in the category (Construction $) must be greater than or equal to the commitment, or total commitment to approve a change order.~~

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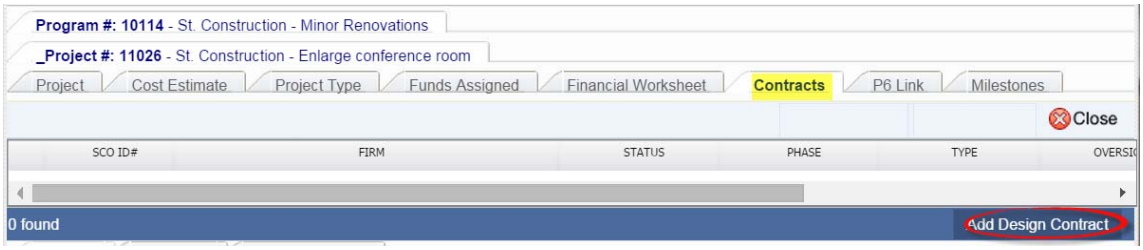
~~Option C: Check the box to have the system automatically move funds from contingency to the appropriate category (Design $, Construction $) to make the Estimated Cost in the respective category equal to the total commitment.~~

~~In all cases, commitments in Other $ cannot exceed the Estimated Cost for Other $.~~

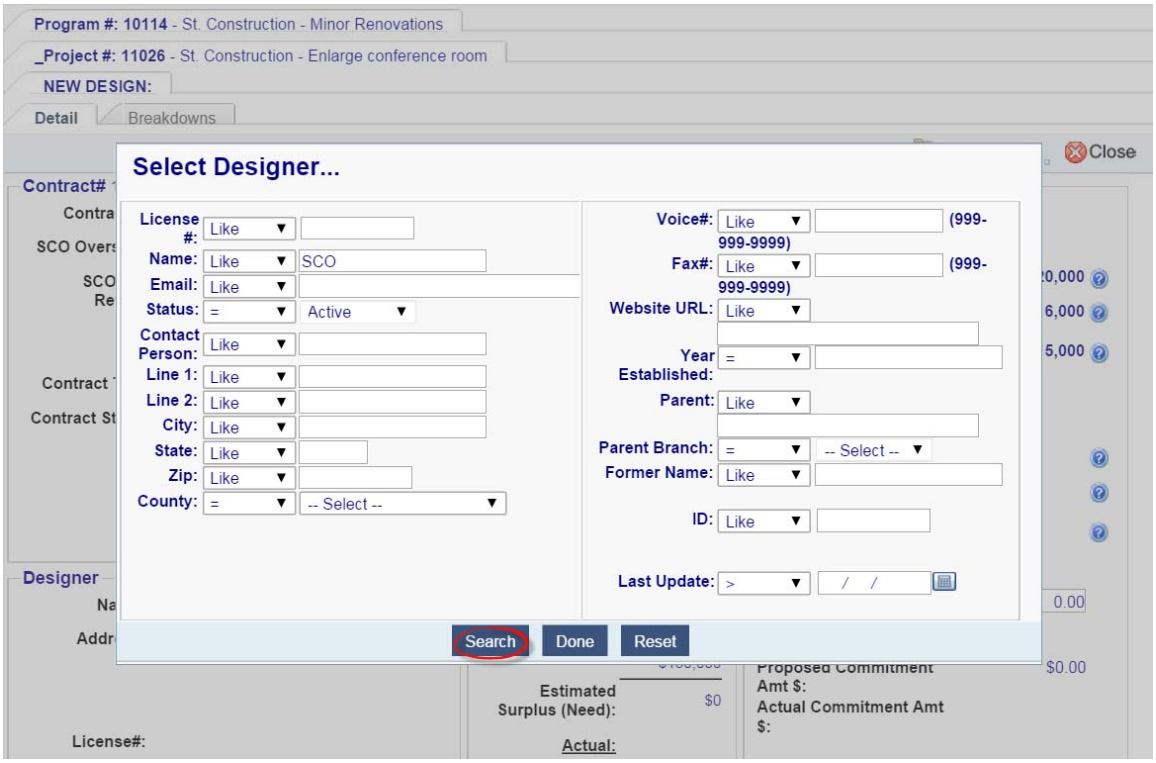
I. Creating a Design Contract

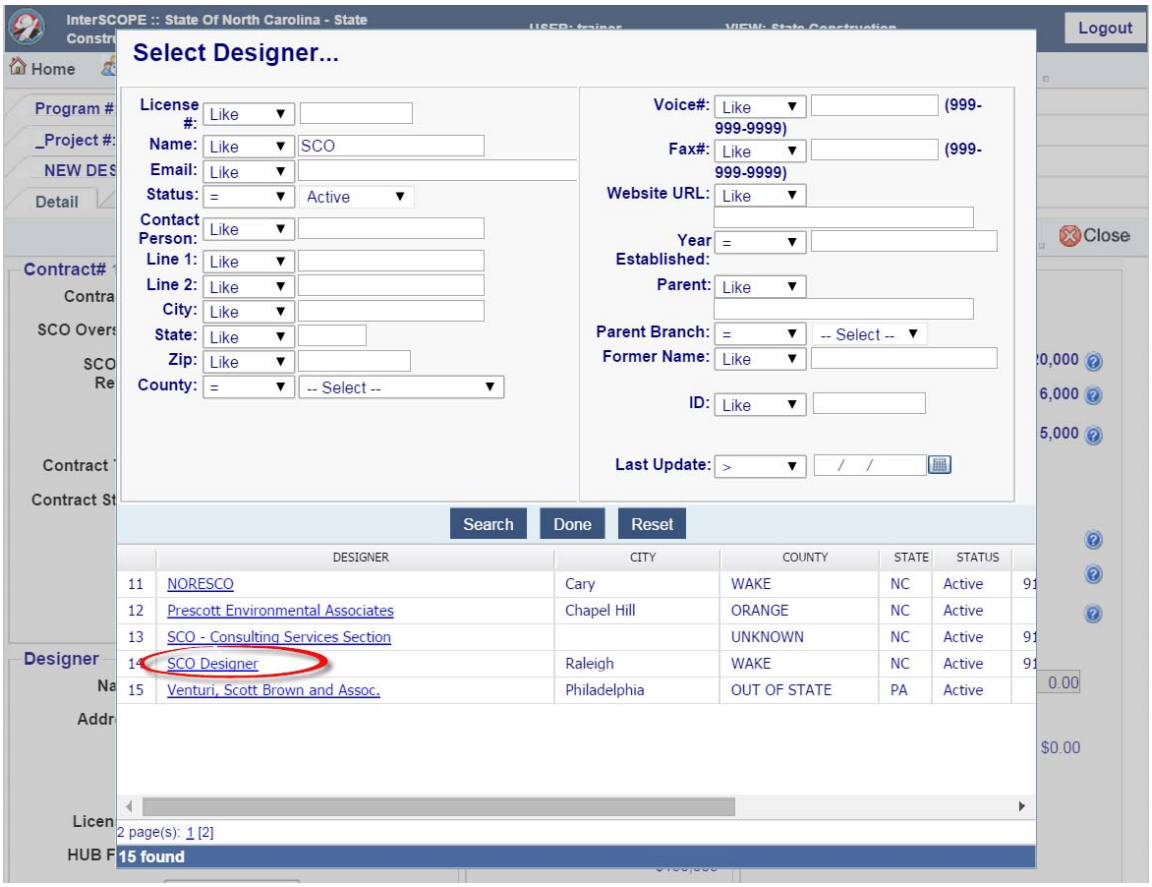
For projects that have full SCO oversight, SCO will enter the design contract. This section is intended for non-SCO users to enter University "download" or any informal project design contracts.

Navigate to the Project for which the contract will be created. Select the "Contracts" tab, then the "Add Design Contract."

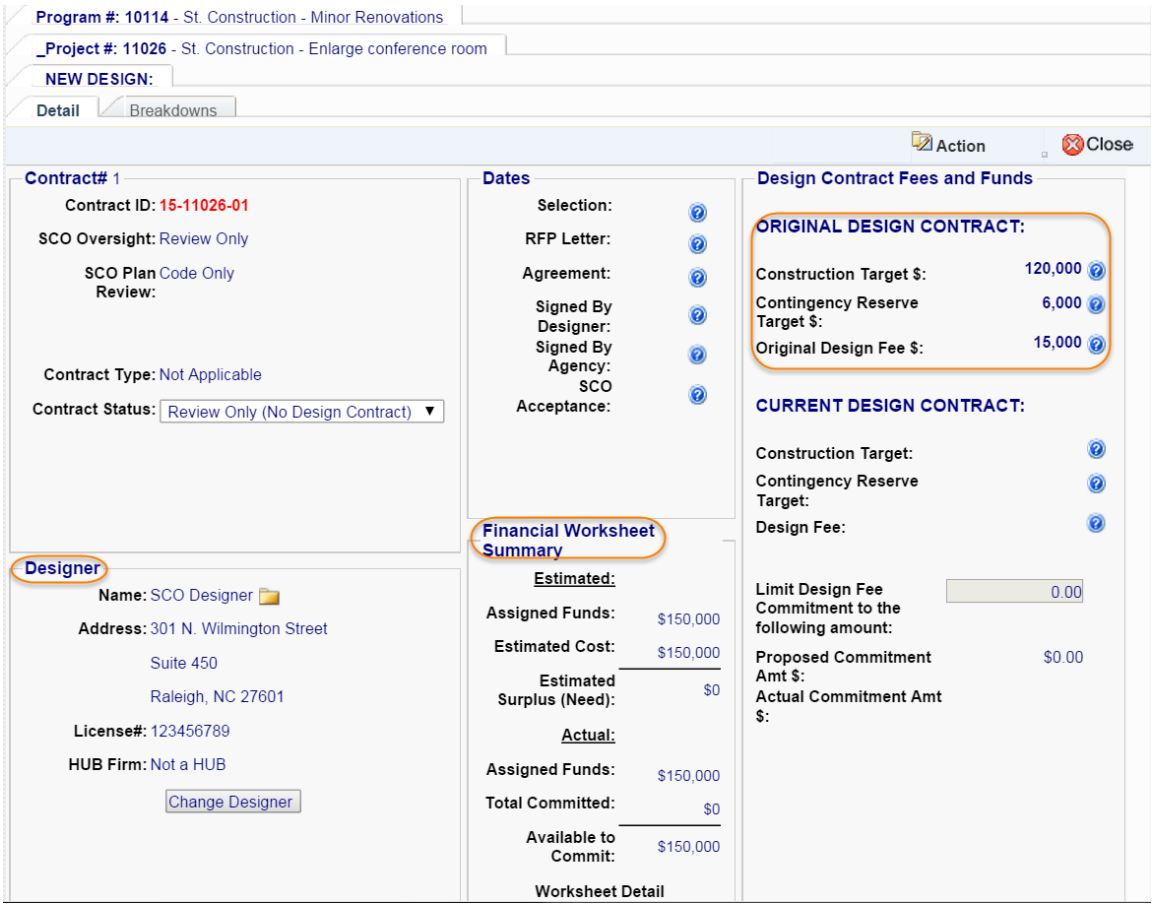


This brings up a Select Designer window. Fill in the appropriate information to retrieve the desired designer, then Search. Select the designer.

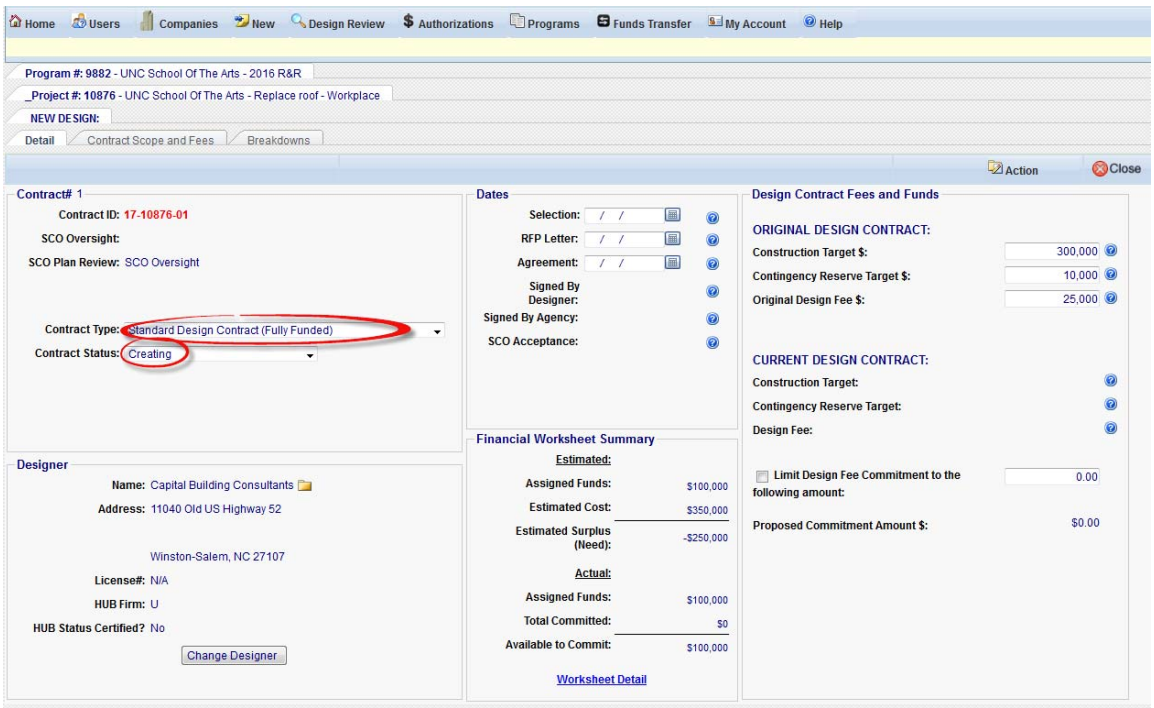




This will bring up the Detail tab, autofills the designer information, assigns a Contract ID, fills in the Financial Worksheet Summary and the Target Contract amounts from the Project, as shown below.



Set *Contract Status* to "Creating", then select the appropriate *Contract Type*.



There are several *Contract Type*s to choose from and it is important to pick the correct one.

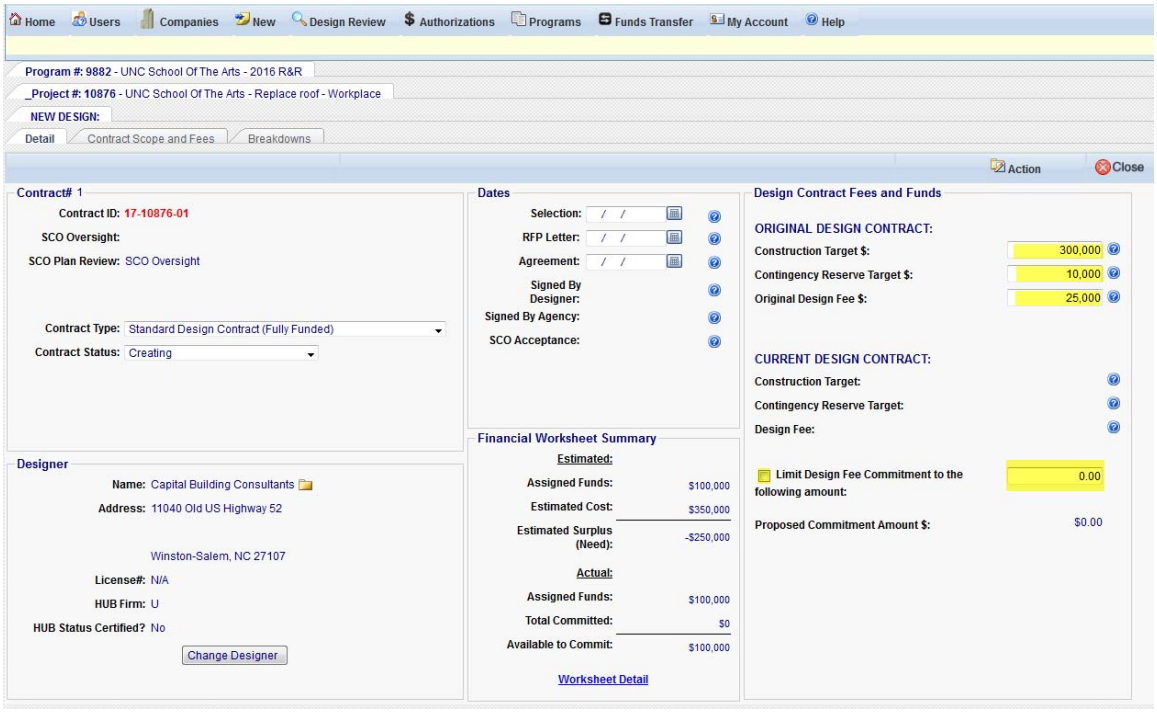
Standard Design Contract (Fully Funded): Typical design contract where all funds are available at the time of execution and contract is the full State standard design agreement. [As I understand it Ryan still releases CA on these as they move to bid, not at initial design contract.]
Standard Design Contract (Advanced Planning Only): This would apply where the design contract amount is negotiated but only a portion is funded. Examples include funding through DD development or through full design but without construction administration (CA) funding availability. Contract is the full State standard design agreement.
Letter Agreement (General Use): A design agreement using the letter agreement format with the work as described in the agreement. Examples include feasibility studies or work under an open-end design agreement.
Letter Agreement (Programming): Contract for programming using the letter agreement format and as described in the agreement.
Letter Agreement (Commissioning): Contract for commissioning using the letter agreement format and as described in the agreement.
Letter Agreement (Sustainable Energy Programming): Contract for energy modeling using the letter agreement format and as described in the agreement.
Not Applicable: This would apply to projects where there is no design contract or code review, such as HUB Only.

Change the *Construction Target $*, *Contingency Reserve Target $*, and/or the *Original Design Fee $* as necessary. Note that the target construction amount is assumed to be the construction budget estimate. If the design agreement should reflect a different amount, for example if you want to design to 85 or 90% of the construction budget during periods of rapidly escalating prices, change the target amount. If the project is funded for Advanced Planning Only, and funds are not available for Construction Administration, check the box for *Limit Design Fee Commitment to the following amount* and insert the proper dollar amount.

The financial controls will not allow a commitment greater than the funds *Available to Commit*.

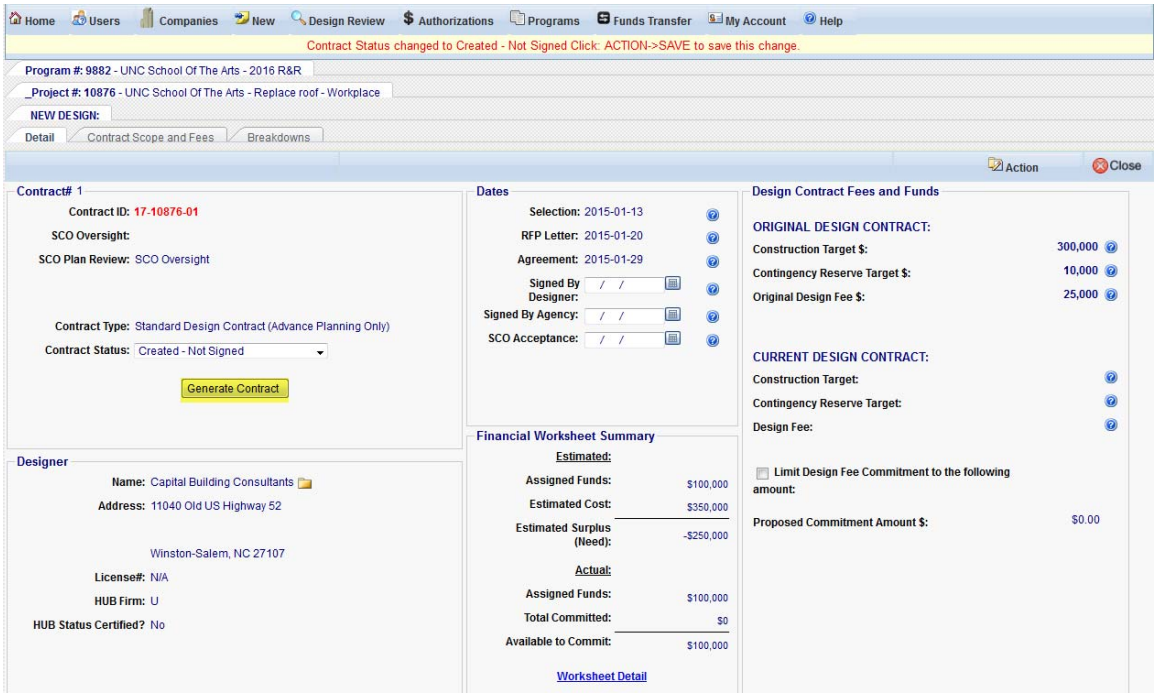
You can

at any time.



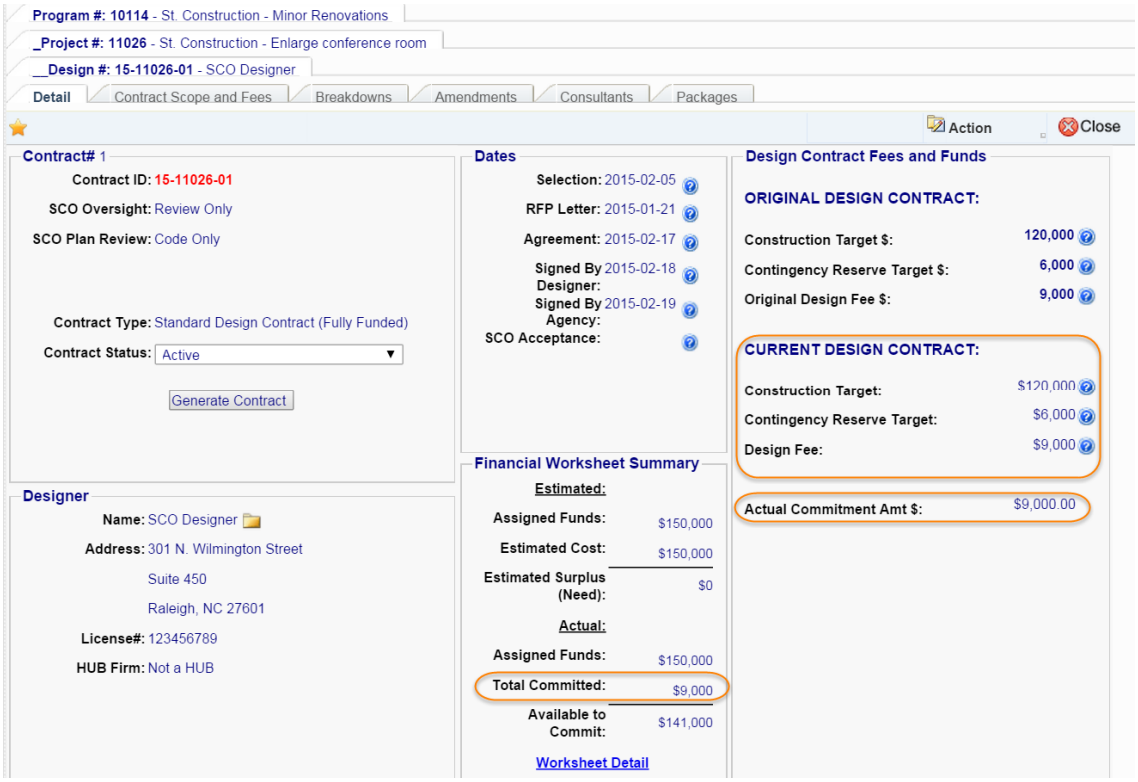
Enter the *Selection* Date, *RFP Letter* Date if applicable, *Agreement* date if agreement has been reached and

. This will automatically update the *Contract Status* to "Created – Not Signed".



Select Generate Contract to produce a word version of the standard contract, which can then be edited as necessary. When the *Signed by Designer* and *Signed by Agency* dates are entered and

saved, the *Contract Status* will be changed to "Active." Once the *Contract Status* is "Active", the screen will show the CURRENT DESIGN CONTRACT information and the updated commitment in the Financial Worksheet Summary.

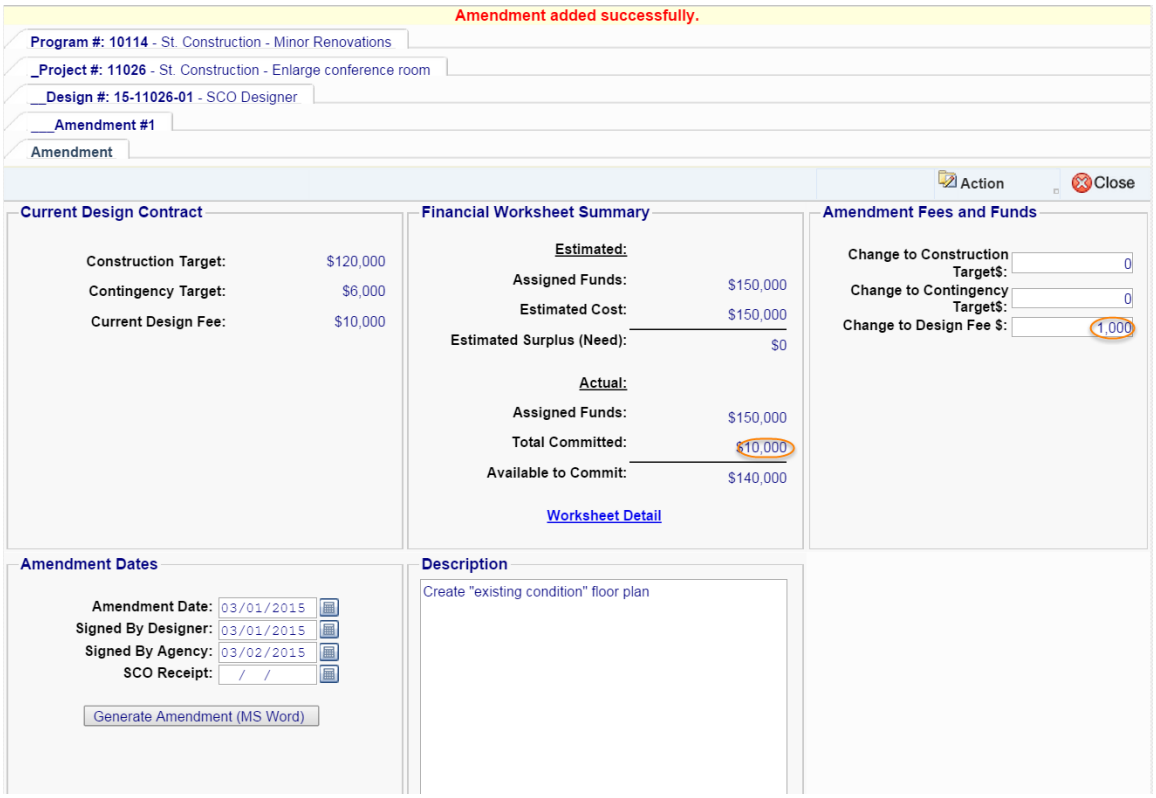


J. Entering Design Amendment

For projects that have full SCO oversight, SCO will enter the design amendments. This section is intended for non-SCO users to enter University "download" or any informal project design contract amendments.

Navigate to the design contract, select the Amendments tab, and click on Add Amendment

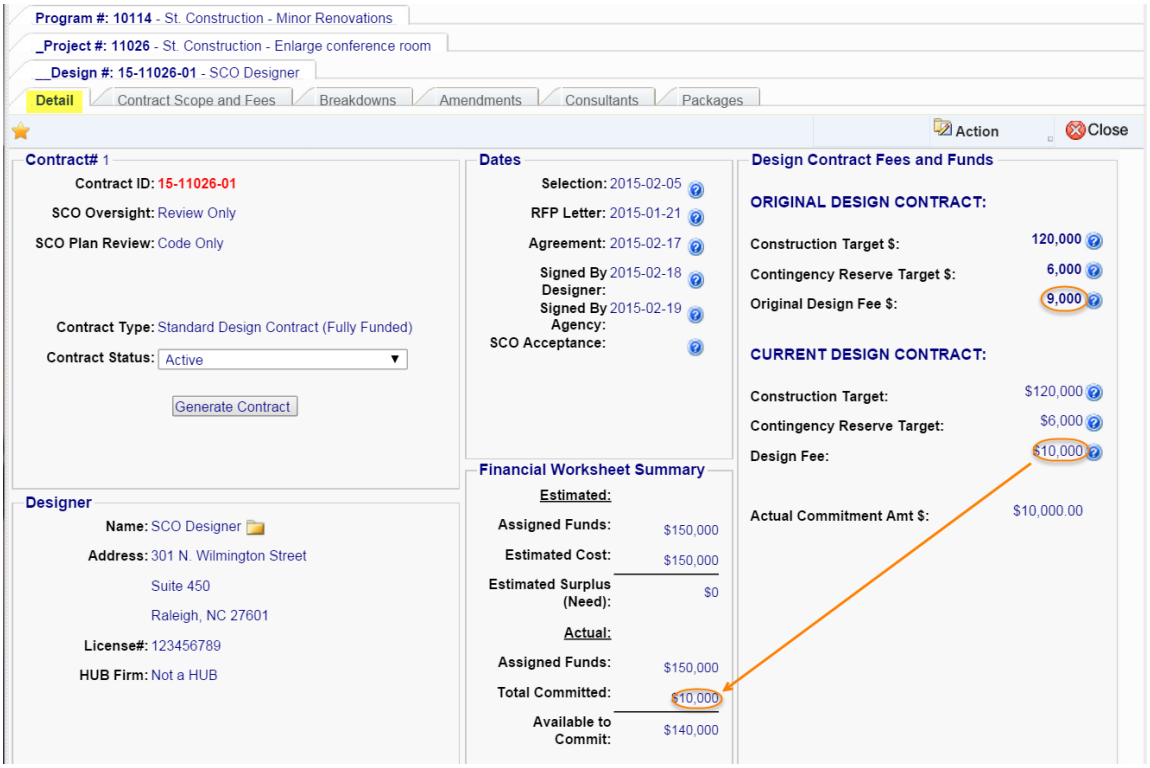
It shows the Current contract amount, the Financial Worksheet Summary, Amendment Fees and Funds and Amendment Dates. **Enter only the *changes* to the Fees and Target Funds necessary for this amendment**. These changes will be added to the existing contract. There must be a description of the amendment. Enter the appropriate dates and



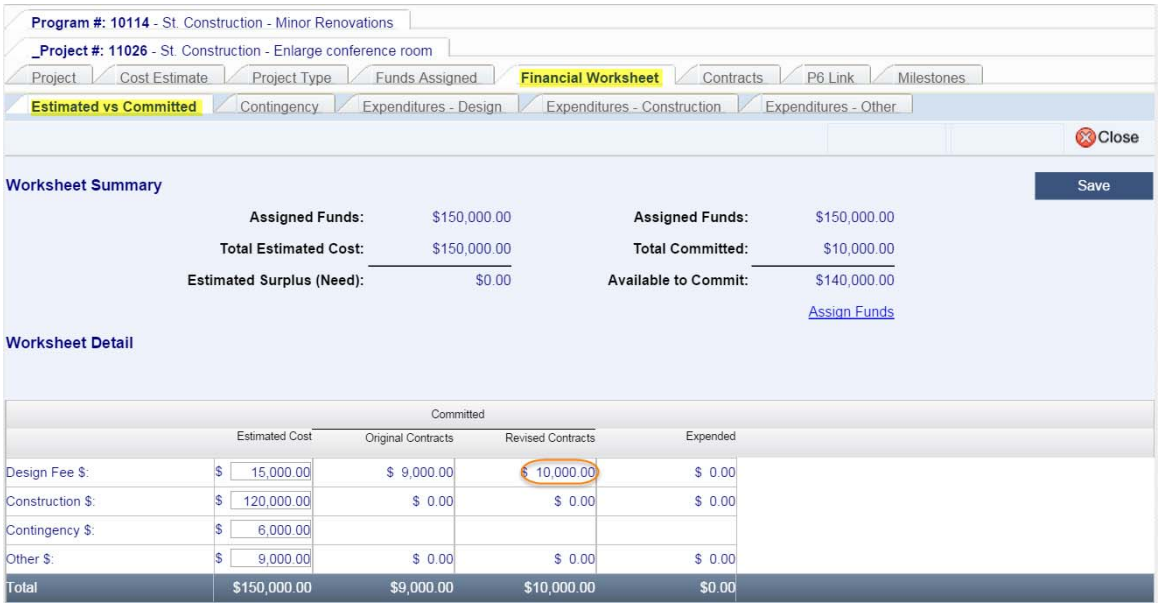
Close and it takes you back to the Contract Amendments tab and shows you the results of the amendment.

Program #: 10114 - St. Construction - Minor Renovations
_Project #: 11026 - St. Construction - Enlarge conference room
__Design #: 15-11026-01 - SCO Designer
Detail
Contract Scope and Fees
Breakdowns
Amendments
Consultants
Packages
Close
DESCRIPTION $DESIGN FEE $CONSTRUCTION $CONTINGENCY AMENDMENT DATE SIGNE
1 Create "existing condition" floor plan 1,000.00 0.00 0.00 2015-03-01 2015
1 found
Add Amendment
Export

On the Detail tab, it shows the updated Current Design Contract *Design Fee* and updated *Total Committed*.



And on the Project Financial Worksheet it shows the *Revised Contracts* amount.

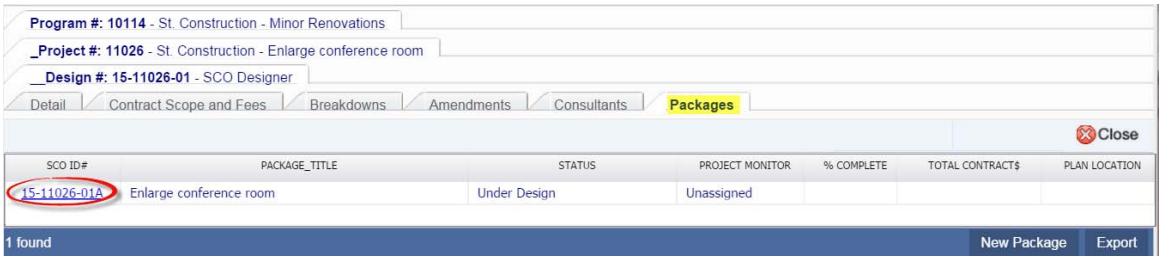


K. Creating a Construction Contract

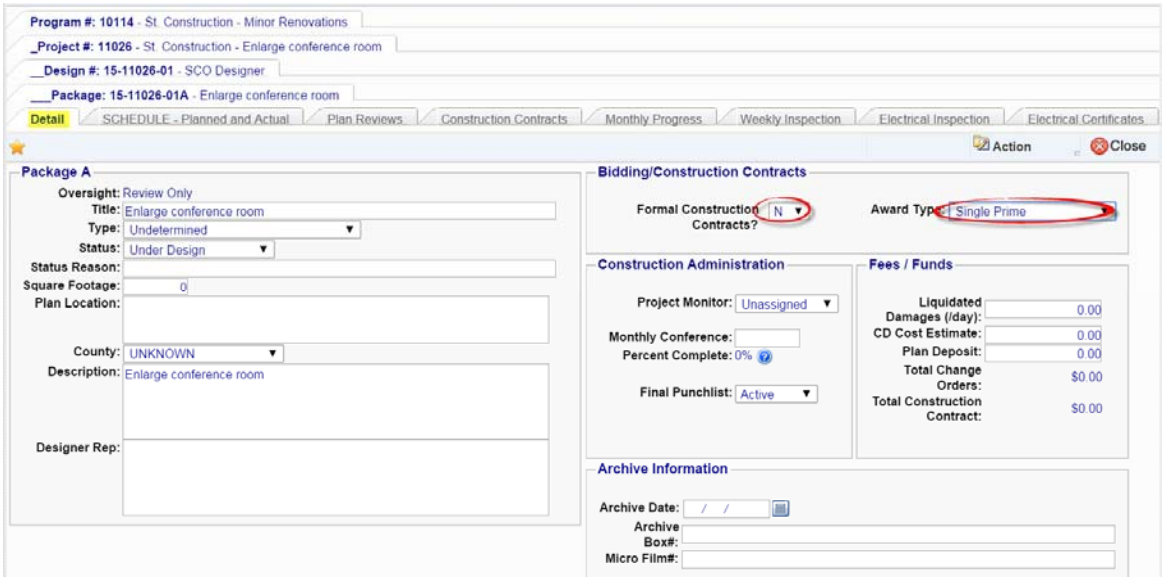
For projects that have full SCO oversight, SCO will enter the construction contract. This section is intended for non-SCO users to enter University "download" or any informal project construction contracts.

Within the InterscopePlus system, design contracts typically lead to designs that require reviews at different stages of design. At the end of the design process, there is a construction contract, and therefore the construction contract is linked to a design contract. The item that connects the design contract and the construction contract is called a Package, and it is primarily how SCO tracks the design review process.

To create a construction contract, navigate to the appropriate design contract, select the Packages tab and select the correct package. Normally there is only one package.

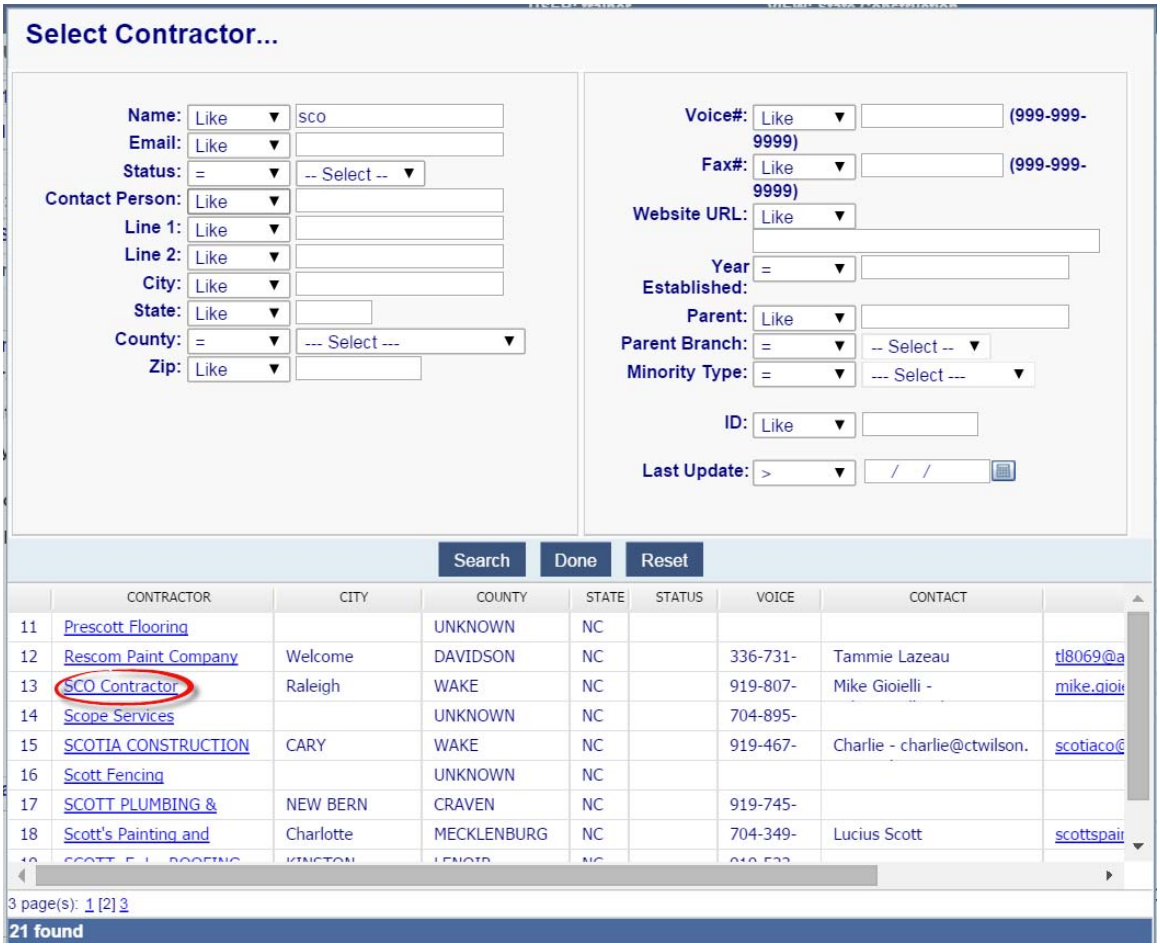


You will need to update the Bidding/Construction Contracts information by indicating whether it is a formal contract and the construction procurement type of contract (Single Prime, Construction Manager at Risk, etc.) from the drop down lists. Filling in other information or updating status is optional. Then

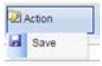


Select the Construction Contracts tab and then New Construction Contract.

The Select Contractor window will appear. Enter criteria needed to find the correct contractor, and select the contractor from the search results.

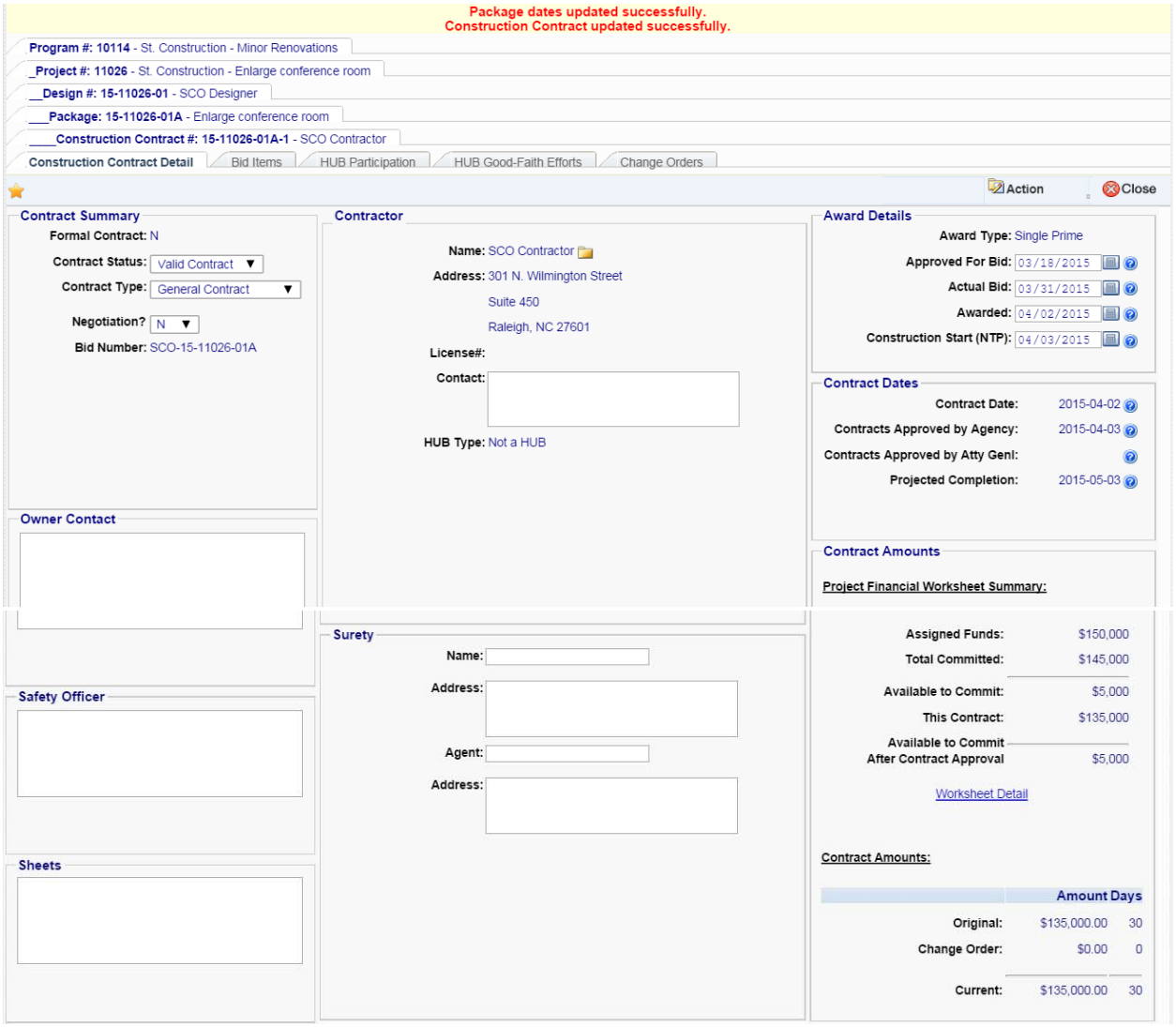


The contractor information is automatically entered, based on your selection, in the Construction Contract Detail tab. The *Contract Status* is set to "Creating" and the default *Contract Type* is "General Contract." Select an appropriate contract type if other than "General." Entering *Owner Contact*, *Safety Officer*, *Surety*, *Sheets* and *Contractor Contact* is optional. Enter appropriate *Award Details*, *Contract Dates*, and *Contract Amounts*. If this is a Standard Project, the system will not allow commitments greater than the assigned funds. To

avoid losing data, you can 

as long as the status is "Creating." When sufficient funds are available to award the contract, change the status to "Valid Contract" and

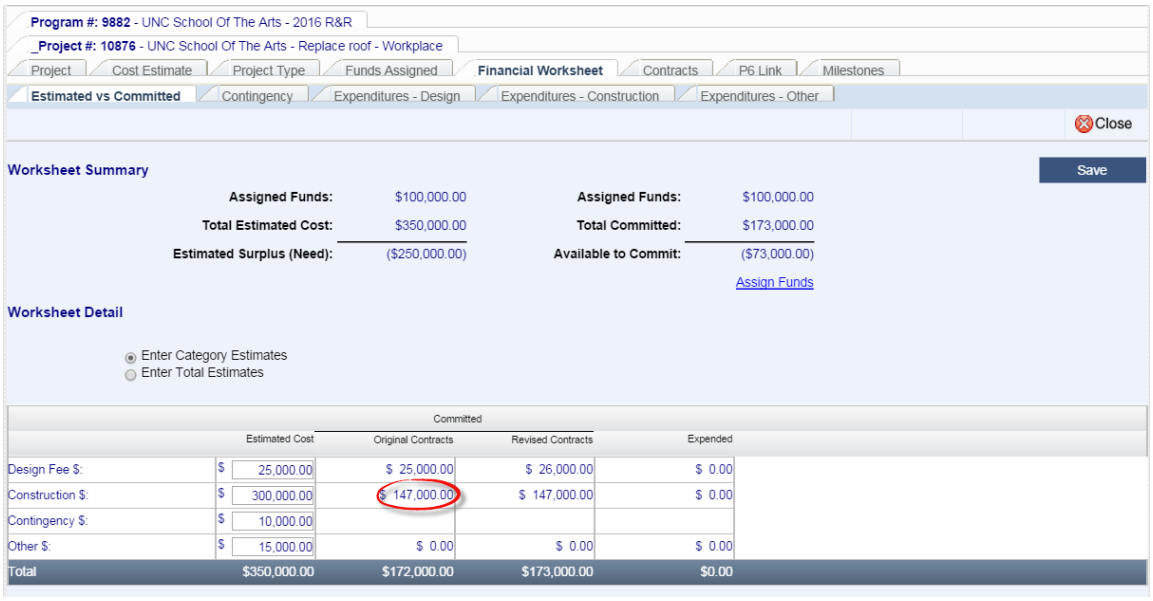
.



Select the Project # tab in the hierarchy, then the Financial Worksheet. The construction contract now shows up as a commitment.

[Are there differences in required entry dates based on project type and owner? Didn't we say we didn't want to require all of the dates? For example approved for bid is important to SCO, less so for us, especially on informals. I assume that if they've reviewed it they'll enter this date? We need awarded and NTP. Don't we just want contract date and projected completion? As it currently operates, are all dates required?]

Draft


Program #: 9882 - UNC School Of The Arts - 2016 R&R
_Project #: 10876 - UNC School Of The Arts - Replace roof - Workplace
Project
Cost Estimate
Project Type
Funds Assigned
Financial Worksheet
Contracts
P6 Link
Milestones
Estimated vs Committed
Contingency
Expenditures - Design
Expenditures - Construction
Expenditures - Other
Close
Worksheet Summary
Save
Assigned Funds: $100,000.00
Total Estimated Cost: $350,000.00
Estimated Surplus (Need): ($250,000.00)
Assigned Funds: $100,000.00
Total Committed: $173,000.00
Available to Commit: ($73,000.00)
Assign Funds
Worksheet Detail
Enter Category Estimates
Enter Total Estimates
Committed
Estimated Cost
Original Contracts
Revised Contracts
Expended
Design Fee $: $ 25,000.00 $ 25,000.00 $ 26,000.00 $ 0.00
Construction $: $ 300,000.00 $ 147,000.00 $ 147,000.00 $ 0.00
Contingency $: $ 10,000.00
Other $: $ 15,000.00 $ 0.00 $ 0.00 $ 0.00
Total $350,000.00 $172,000.00 $173,000.00 $0.00

L. Construction Contract Change Orders

The construction change order process is controlled by a work flow that requires the sequential execution of the steps by the respective parties.

Only Designers (or InterscopePlus users given the appropriate permission) are allowed to create and submit change orders for review, processing and approval. The electronic change order process is used for all formal projects, both those subject to SCO oversight and University "download" projects. University change orders follow a slightly different approval process, with the final approval being at the University level rather than at SCO,

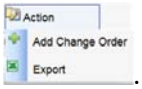
1. Creating the Change Order

NOTE: Each Proposed Change Order (PCO) requires supporting documentation to be uploaded for review and acceptance. A PCO cannot be added without supporting documentation. It is recommended that all supporting documentation be gathered prior to change order entry.

After logging in, the designer selects the Active Construction Contracts tab on his/her Home screen, then selects the contract for which the Change Order (CO) will be entered and clicks on it.

Tip: Use the ***SCO File#*** to identify the correct Construction Contract.

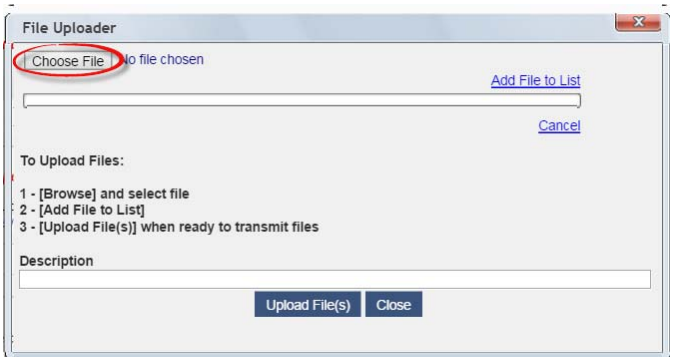
On the Construction Contract Screen, select the Change Orders tab, then go to



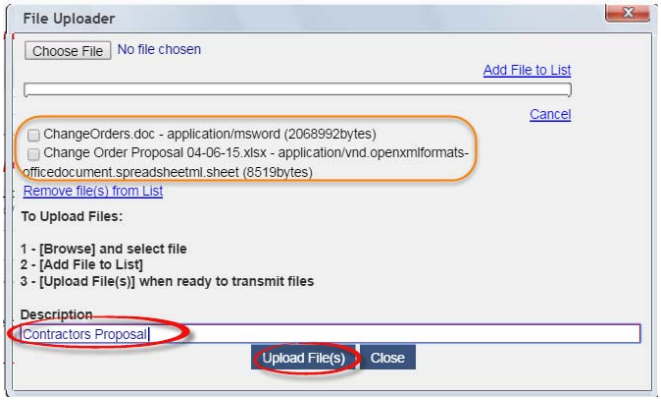
.

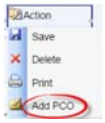
Fill in the appropriate information. To upload files, select Upload Files at the bottom of the screen,

In the File Uploader window, select Choose File to browse for the file to upload.



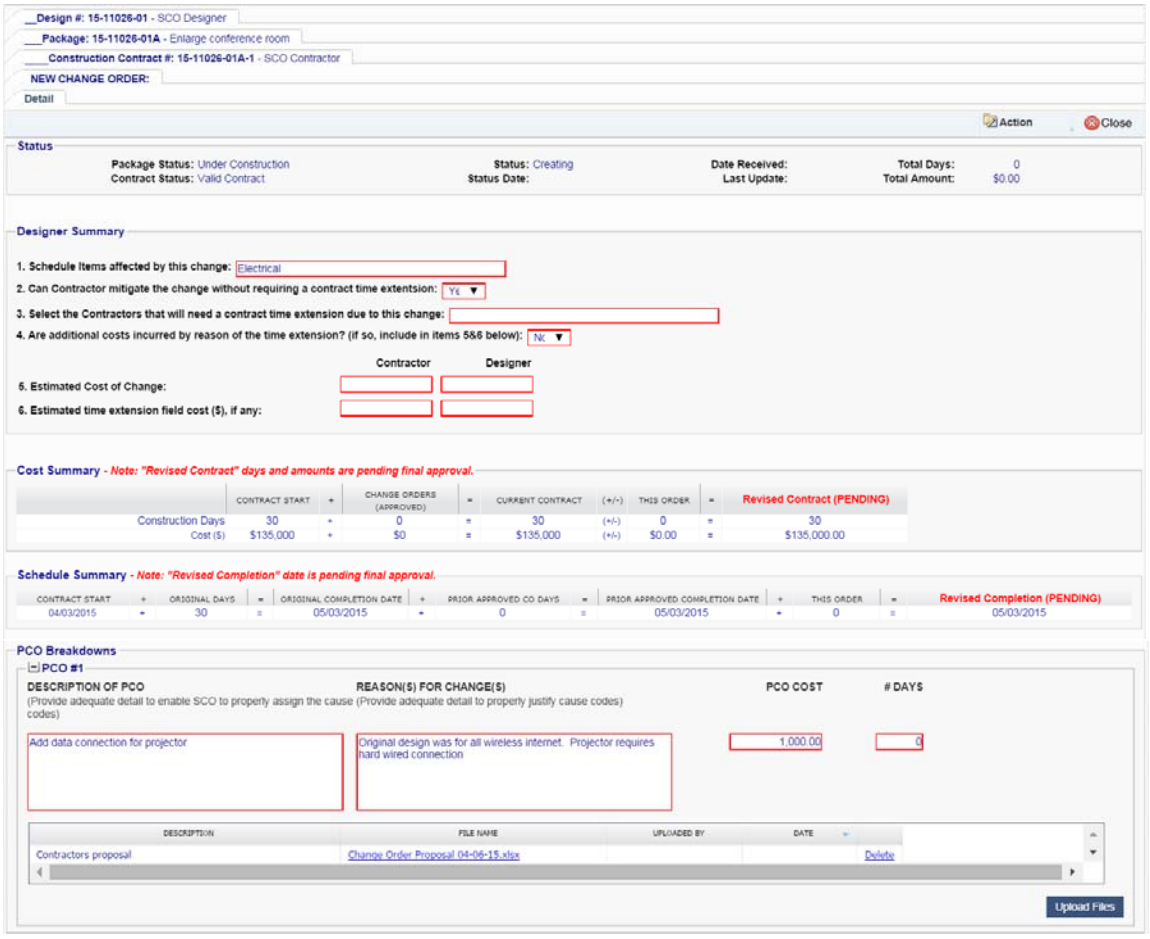
When the file is selected, it will be uploaded to the window. Upload as many files as necessary. Add a description and Upload Files



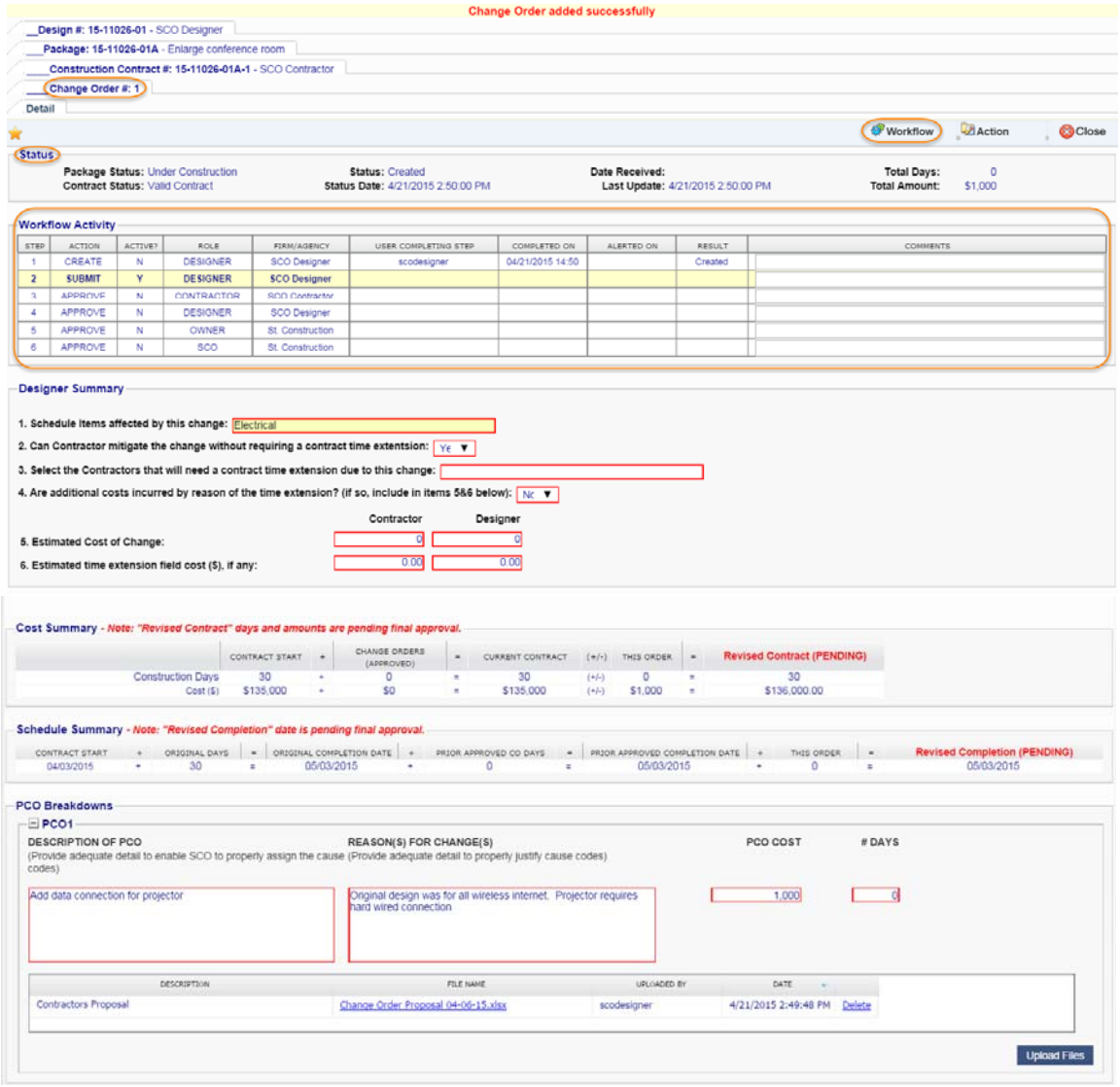
To add more PCOs, click the 

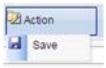
and repeat the steps for each PCO, then

..


Design #: 15-11026-01 - SCO Designer
Package: 15-11026-01A - Enlarge conference room
Construction Contract #: 15-11026-01A-1 - SCO Contractor
NEW CHANGE ORDER:
Detail
Action
Close
Status
Package Status: Under Construction
Contract Status: Valid Contract
Status: Creating
Status Date:
Date Received:
Last Update:
Total Days: 0
Total Amount: $0.00
Designer Summary
1. Schedule items affected by this change: Electrical
2. Can Contractor mitigate the change without requiring a contract time extension:
3. Select the Contractors that will need a contract time extension due to this change:
4. Are additional costs incurred by reason of the time extension? (if so, include in items 5&6 below):
Contractor
Designer
5. Estimated Cost of Change:
6. Estimated time extension field cost ($), if any:
Cost Summary - Note: "Revised Contract" days and amounts are pending final approval.
CONTRACT START
CHANGE ORDERS (APPROVED)
CURRENT CONTRACT
THIS ORDER
Revised Contract (PENDING)
Construction Days 30 0 30 0 30
Cost ($) $135,000 $0 $135,000 $0.00 $135,000.00
Schedule Summary - Note: "Revised Completion" date is pending final approval.
CONTRACT START
ORIGINAL DAYS
ORIGINAL COMPLETION DATE
PRIOR APPROVED CO DAYS
PRIOR APPROVED COMPLETION DATE
THIS ORDER
Revised Completion (PENDING)
04/03/2015 30 05/03/2015 0 05/03/2015 0 05/03/2015
PCO Breakdowns
PCO #1
DESCRIPTION OF PCO
(Provide adequate detail to enable SCO to properly assign the cause codes)
REASON(S) FOR CHANGE(S)
(Provide adequate detail to properly justify cause codes)
PCO COST
DAYS
Add data connection for projector
Original design was for all wireless internet. Projector requires hard wired connection
1,000.00
0
DESCRIPTION
FILE NAME
UPLOADED BY
DATE
Contractors proposal
Change Order Proposal 04-06-15.xlsx
Delete
Upload Files

After it is saved, it will show as Change Order # with the next sequential number, show the Status and the Work Flow Activity and the Workflow icon appears.


Change Order added successfully
Design #: 15-11026-01 - SCO Designer
Package: 15-11026-01A - Enlarge conference room
Construction Contract #: 15-11026-01A-1 - SCO Contractor
Change Order #: 1
Detail
Workflow
Action
Close
Status
Package Status: Under Construction
Contract Status: Valid Contract
Status: Created
Status Date: 4/21/2015 2:50:00 PM
Date Received:
Last Update: 4/21/2015 2:50:00 PM
Total Days: 0
Total Amount: $1,000
Workflow Activity
STEP ACTION ACTIVE? ROLE FIRM/AGENCY USER COMPLETING STEP COMPLETED ON ALERTED ON RESULT COMMENTS
1 CREATE N DESIGNER SCO Designer scodesigner 04/21/2015 14:50 Created
2 SUBMIT Y DESIGNER SCO Designer
3 APPROVE N CONTRACTOR SCO Contractor
4 APPROVE N DESIGNER SCO Designer
5 APPROVE N OWNER St. Construction
6 APPROVE N SCO St. Construction
Designer Summary
1. Schedule items affected by this change: Electrical
2. Can Contractor mitigate the change without requiring a contract time extentsion: Ye
3. Select the Contractors that will need a contract time extension due to this change:
4. Are additional costs incurred by reason of the time extension? (if so, include in items 5&6 below): Nc
Contractor Designer
5. Estimated Cost of Change: 0 0
6. Estimated time extension field cost ($), if any: 0.00 0.00
Cost Summary - Note: "Revised Contract" days and amounts are pending final approval.
CONTRACT START + CHANGE ORDERS (APPROVED) = CURRENT CONTRACT (+/-) THIS ORDER = Revised Contract (PENDING)
Construction Days 30 + 0 = 30 (+/-) 0 = 30
Cost ($) $135,000 + $0 = $135,000 (+/-) $1,000 = $136,000.00
Schedule Summary - Note: "Revised Completion" date is pending final approval.
CONTRACT START + ORIGINAL DAYS = ORIGINAL COMPLETION DATE + PRIOR APPROVED CO DAYS = PRIOR APPROVED COMPLETION DATE + THIS ORDER = Revised Completion (PENDING)
04/03/2015 + 30 = 05/03/2015 + 0 = 05/03/2015 + 0 = 05/03/2015
PCO Breakdowns
PCO1
DESCRIPTION OF PCO
(Provide adequate detail to enable SCO to properly assign the cause codes)
REASON(S) FOR CHANGE(S)
(Provide adequate detail to properly justify cause codes)
PCO COST
DAYS
Add data connection for projector
Original design was for all wireless internet. Projector requires hard wired connection
1,000
0
DESCRIPTION FILE NAME UPLOADED BY DATE
Contractors Proposal Change Order Proposal 04-06-15.xlsx scodesigner 4/21/2015 2:49:48 PM Delete
Upload Files

The Designer may continue to make changes to the Change Order using the 

up until the time that the Change Order is submitted.

The Designer may choose to abandon or delete the Change Order using the . However, once it is submitted, no changes or deletions are allowed

2. Submitting the Changer Order for review

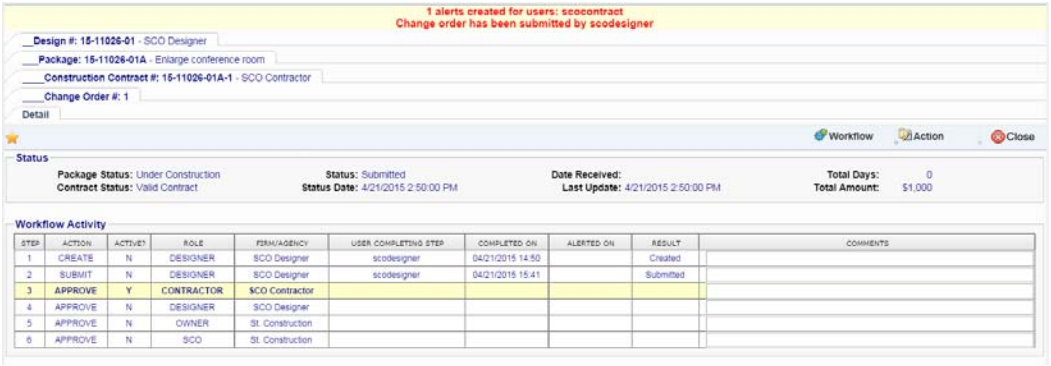
To complete this workflow step, the Designer must submit the Change Order to initiate its review and approval by other Project participants. Up to this point, no other Project participant has been involved in the Change Order processing.

Submit the Change Order by selecting the

A Confirmation window will appear to confirm this action. Select ***Yes*** to continue or ***No*** to return.

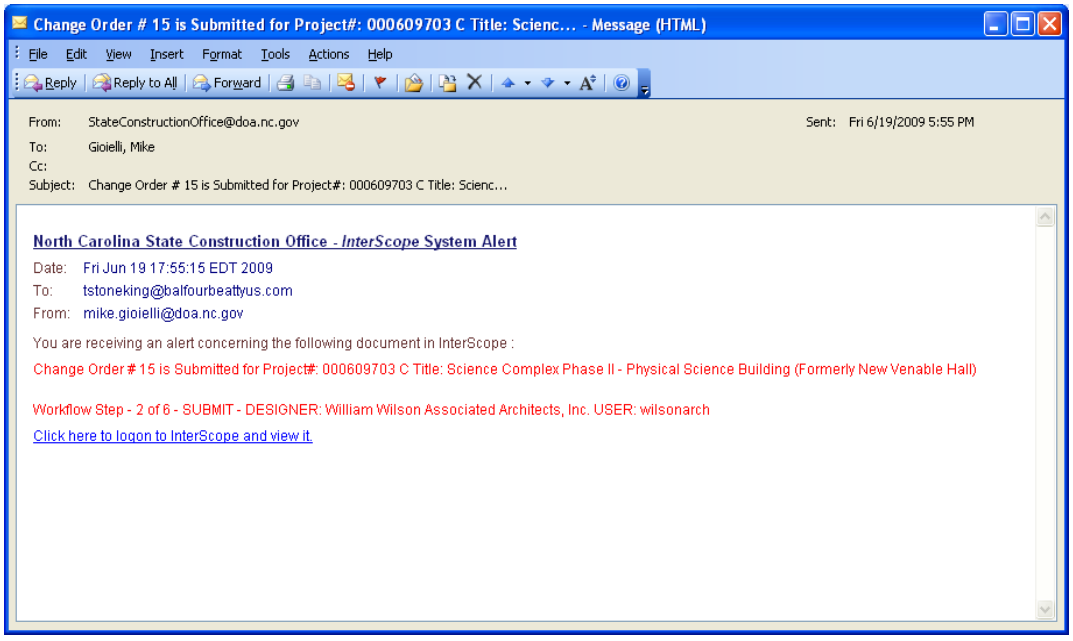
The Change Order workflow is updated and processes any Alerts that are defined for this step.

The system is configured to send Alerts to the Owner, Contractor and Project Monitor. An Alert is sent for each logon associated with each project role.


1 alerts created for users: scocontract
Change order has been submitted by scodesigner
Design #: 15-11026-01 - SCO Designer
Package: 15-11026-01A - Enlarge conference room
Construction Contract #: 15-11026-01A-1 - SCO Contractor
Change Order #: 1
Detail
Workflow
Action
Close
Status
Package Status: Under Construction
Contract Status: Valid Contract
Status: Submitted
Status Date: 4/21/2015 2:50:00 PM
Date Received:
Last Update: 4/21/2015 2:50:00 PM
Total Days: 0
Total Amount: $1,000
Workflow Activity
STEP ACTION ACTIVE? ROLE FIRM/AGENCY USER COMPLETING STEP COMPLETED ON ALERTED ON RESULT COMMENTS
1 CREATE N DESIGNER SCO Designer scodesigner 04/21/2015 14:50 Created
2 SUBMIT N DESIGNER SCO Designer scodesigner 04/21/2015 15:41 Submitted
3 APPROVE Y CONTRACTOR SCO Contractor
4 APPROVE N DESIGNER SCO Designer
5 APPROVE N OWNER St. Construction
6 APPROVE N SCO St. Construction

3. Receiving and responding to the Alert

Each participant will receive an alert via email concerning actions for each Change Order.

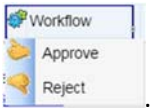

Change Order # 15 is Submitted for Project#: 000609703 C Title: Scienc... - Message (HTML)
File Edit View Insert Format Tools Actions Help
Reply Reply to All Forward
From: StateConstructionOffice@doa.nc.gov
Sent: Fri 6/19/2009 5:55 PM
To: Gioielli, Mike
Cc:
Subject: Change Order # 15 is Submitted for Project#: 000609703 C Title: Scienc...
North Carolina State Construction Office - InterScope System Alert
Date: Fri Jun 19 17:55:15 EDT 2009
To: tstoneking@balfourbeattyus.com
From: mike.gioielli@doa.nc.gov
You are receiving an alert concerning the following document in InterScope :
Change Order # 15 is Submitted for Project#: 000609703 C Title: Science Complex Phase II - Physical Science Building (Formerly New Venable Hall)
Workflow Step - 2 of 6 - SUBMIT - DESIGNER: William Wilson Associated Architects, Inc. USER: wilsonarch
Click here to logon to InterScope and view it.

To access the Change Order, simply click on the link at the bottom of the Alert Email.

You will be prompted to Logon and are then directed immediately to the Change Order page

4. Reviewing and Approving Change Orders

Each participant will receive an alert via email concerning actions for each Change Order.

When the Contractor logs on to InterscopePlus, he/she sees a "Change Orders In Progress" clipboard on his/her Home screen. By selecting a Change Order, he/she can view the Work Flow Activity of that Change Order. Change Orders that are awaiting their action are highlighted in yellow. At this workflow step there are only 2 options that can be performed – ***Approve*** or ***Reject***. They are available from the 

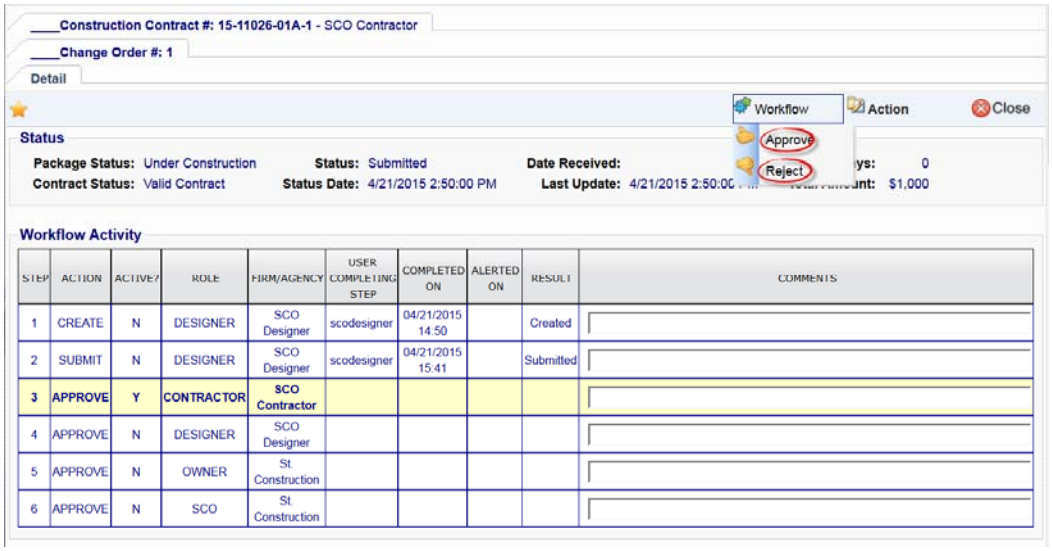
.

Approving the Change Order moves the process along to the next step in the Workflow.

Rejecting the Change Order at any step in the Workflow causes the Change Order to be returned to Step 2 where the originator (Designer) can change and resubmit. The workflow is then reset and the audit trail (found at the bottom of the page) maintains a record of the prior workflow events.

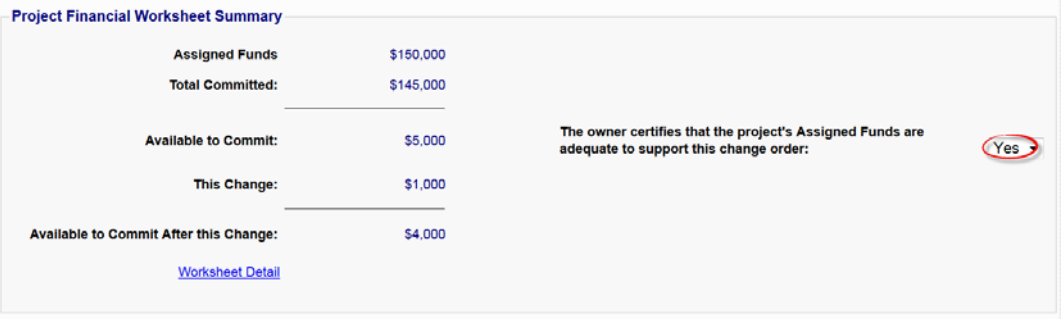
This process continues until the final Workflow Step is completed and the Change Order is marked as Approved (See Status field).

Alerts are sent to all Project participants as a notification that the Change Order has been officially approved.



STEP	ACTION	ACTIVE?	ROLE	FIRM/AGENCY	USER COMPLETING STEP	COMPLETED ON	ALERTED ON	RESULT	COMMENTS
1	CREATE	N	DESIGNER	SCO Designer	scodesigner	04/21/2015 14:50		Created	
2	SUBMIT	N	DESIGNER	SCO Designer	scodesigner	04/21/2015 15:41		Submitted	
3	APPROVE	Y	CONTRACTOR	SCO Contractor					
4	APPROVE	N	DESIGNER	SCO Designer					
5	APPROVE	N	OWNER	St. Construction					
6	APPROVE	N	SCO	St. Construction					

The owner must certify that sufficient funds are available for the change order before approving.



Change Order Sequencing

Change orders must be entered, submitted and approved in sequence. There are safeguards in place to check for any outstanding prior change orders before a newer change order can be approved.

Change orders may also be deleted at any time before submission. The system will review the current sequence of change orders and re-sequence them as appropriate to maintain a consistent ordering.

M. Contingency Funds

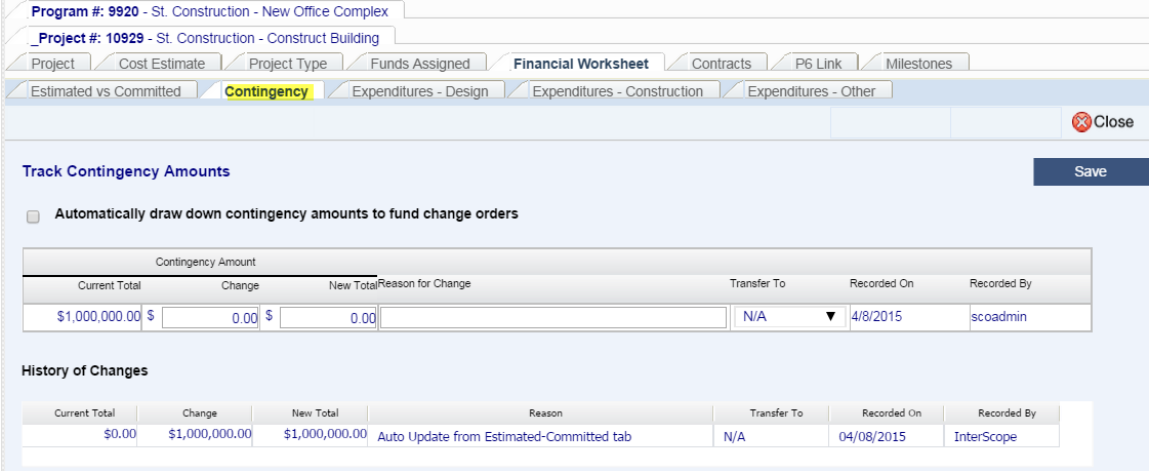
Within the context of InterscopePlus, contingency funds are the construction contingency funds that are shown as a line item in the design contract. The amount entered in the estimated cost field for contingency is automatically carried into the design contract, but can be modified before contract commitment. Some Agencies/Institutions choose to use the contingency line as a total project contingency, which is acceptable. For projects with SCO Full Oversight, the amount of construction contingency must be clearly communicated to SCO at the time of design negotiations.

There is no mechanism for committing or expending funds from the contingency line, with one exception described below. These funds must be moved to Design, Construction, or Other to be committed.

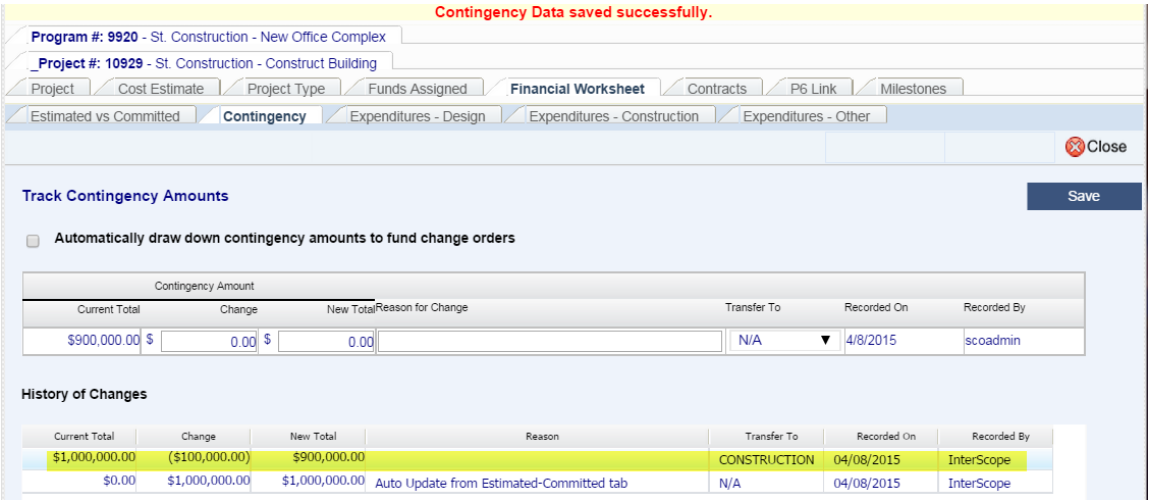
For Standard Projects, the system financial controls will not allow making commitments unless funds are available in the category in which the commitment will be made, i.e. a design contract or contract amendment cannot be signed if there are not enough funds in the Design Fee category in Estimated Cost. You must move funds into that Category equal to or greater than the amount to be committed.

The simplest way to move contingency funds is in the Financial Worksheet Estimated vs Committed tab. Here the amount in the Estimated Cost can be changed by entering the new amount and Save. A transaction of this type is shown in the example below.

If a more detailed audit trail is desired, the entries may be made directly on the Contingency tab.



Enter the amount of change, or the new total, the reason for the change and where the funds are going. Then Save. [There's no reason shown for this example. This makes the new "blank" look just like the history change and so is confusing.]



The exception to the rule that contingency funds must be moved to Design, Construction, or Other before being committed/expended is when the "Automatically draw down contingency amounts to fund change orders" box is checked. In that case, the system will move Contingency funds to the Construction category to cover the Change Order, up to the amount of Contingency funds available.

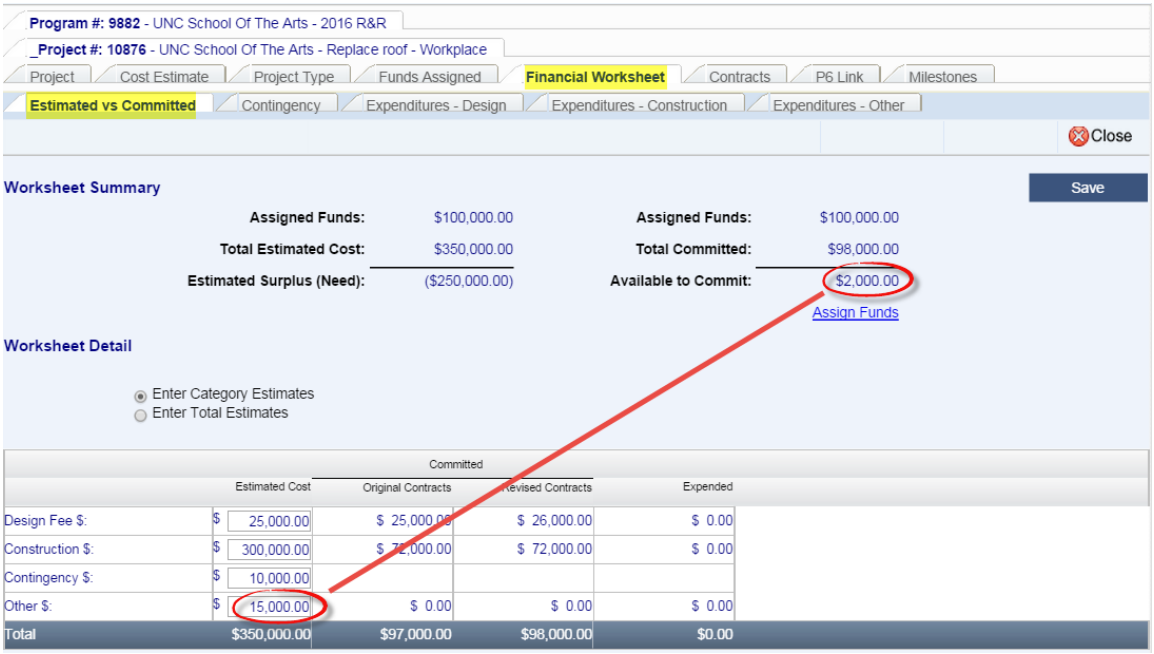
The "History of Changes" tracks all changes in Contingency regardless of the method of change.

N. Entering Other Commitments

Other Commitments are those owner expenses related to the project that do not involve design or construction contracts, typically things like advertising, surveys, permit fees, etc.

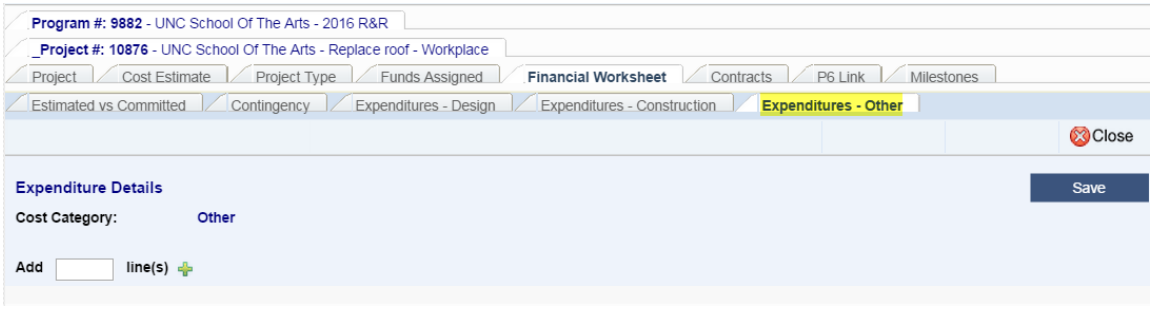
> **NOTE**: Commissioning, Special Inspections, and similar services that are selected using the design contract procedures must be recorded as design contracts, not Other commitments.

Navigate to the Project Financial Worksheet, Estimated vs Committed tab.

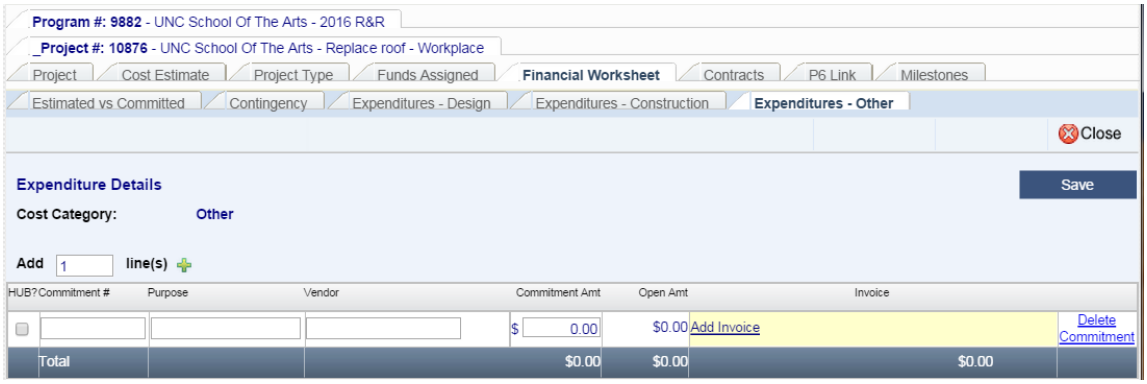


The Estimated Cost Other Funds shows $15,000 but the amount of funds Available to Commit is only $2000, and the system will not allow committing more funds than are available. This financial constraint does not apply to Special Project Designations (Performance Contract, Foundation Project, Non-Code-Item Project).

Select the Expenditures – Other tab



Enter the number of lines you want to add, 1 line for each PO or other commitment and click the + sign.

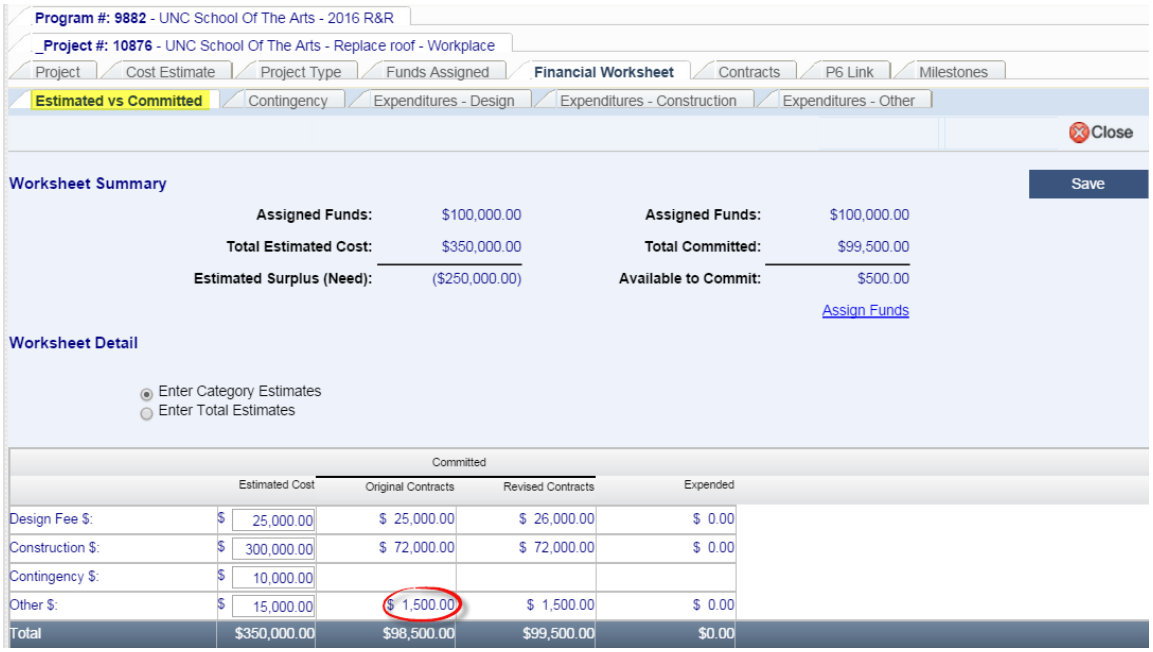


If the vendor is a HUB, check the box at the left. Assign a commitment #, which can be a PO number or anything you want, a purpose or description of what is being purchased, the vendor, and the commitment amount, then Save. Vendors must be selected from the vendor search.

Unlike design or construction contracts, there is no formal process for changing these commitments. If there is an increase or decrease to the commitment amount, simply enter the new correct amount in the Commitment Amt. and Save. Entering expenditures (payments/invoices) is optional. If there are invoices entered, the commitment amount cannot be reduced below the expenditures and the commitment cannot be deleted.

All of the information from this tab rolls up automatically to the Estimated vs Committed tab, as shown below.

Draft



Program #: 9882 - UNC School Of The Arts - 2016 R&R

_Project #: 10876 - UNC School Of The Arts - Replace roof - Workplace

Project | Cost Estimate | Project Type | Funds Assigned | Financial Worksheet | Contracts | P6 Link | Milestones

Estimated vs Committed | Contingency | Expenditures - Design | Expenditures - Construction | Expenditures - Other

Close

Worksheet Summary

Save

Assigned Funds:	$100,000.00	Assigned Funds:	$100,000.00
Total Estimated Cost:	$350,000.00	Total Committed:	$99,500.00
Estimated Surplus (Need):	($250,000.00)	Available to Commit:	$500.00

Assign Funds

Worksheet Detail

(•) Enter Category Estimates
( ) Enter Total Estimates

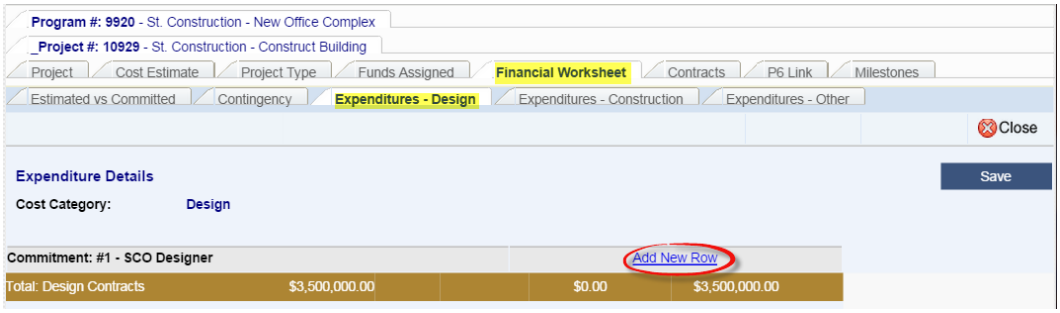
	Estimated Cost	Committed: Original Contracts	Committed: Revised Contracts	Expended
Design Fee $:	$ 25,000.00	$ 25,000.00	$ 26,000.00	$ 0.00
Construction $:	$ 300,000.00	$ 72,000.00	$ 72,000.00	$ 0.00
Contingency $:	$ 10,000.00			
Other $:	$ 15,000.00	$ 1,500.00	$ 1,500.00	$ 0.00
Total	$350,000.00	$98,500.00	$99,500.00	$0.00

O. Entering Expenditures

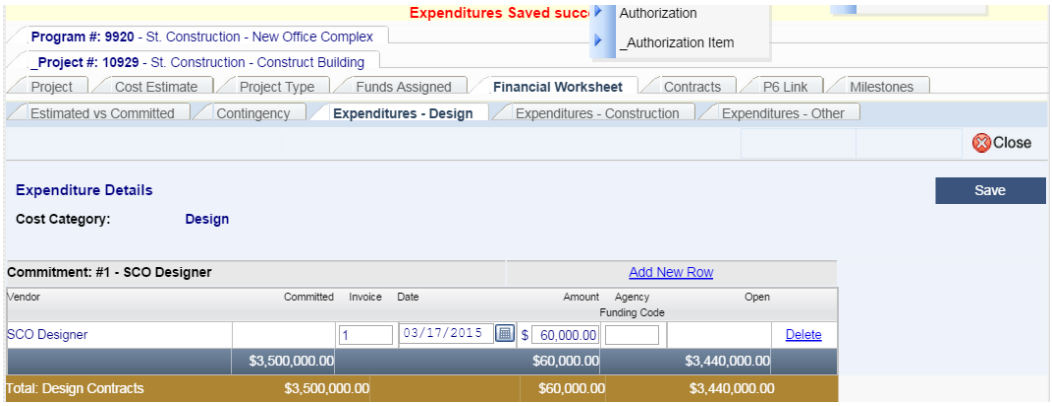
Entering expenditures is optional in this system, but was provided to assist users in tracking payments to designers, contractors, and other vendors.

1. Designer Expenditures

Navigate to the Financial Worksheet Expenditures – Design tab, and click on ”Add New Row.”

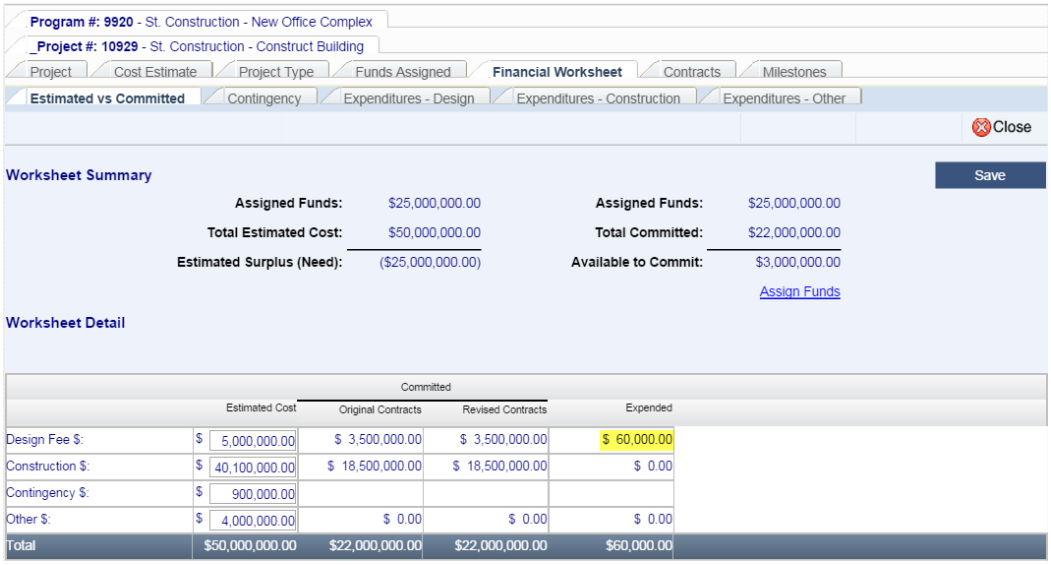


Enter the invoice number, date, and amount. If you are tracking multiple funding sources, insert the proper funding code from which the funds were taken for the invoice. Then Save.



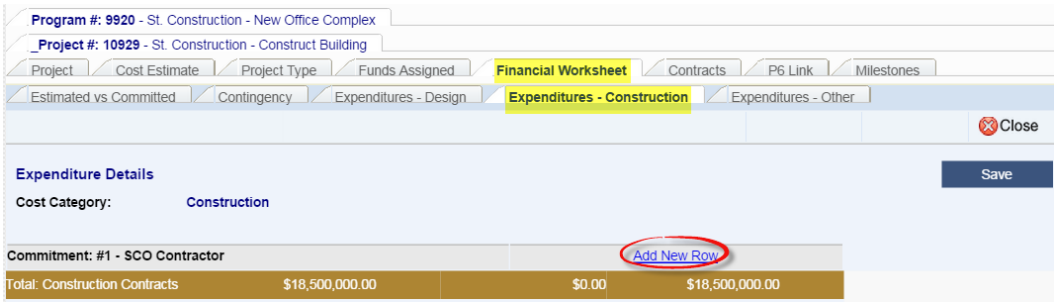
The amount expended and remaining balance are shown on the “Total Design Contracts” line. Note that if you now go to the Estimated vs Committed tab, the

expenditure also appears.

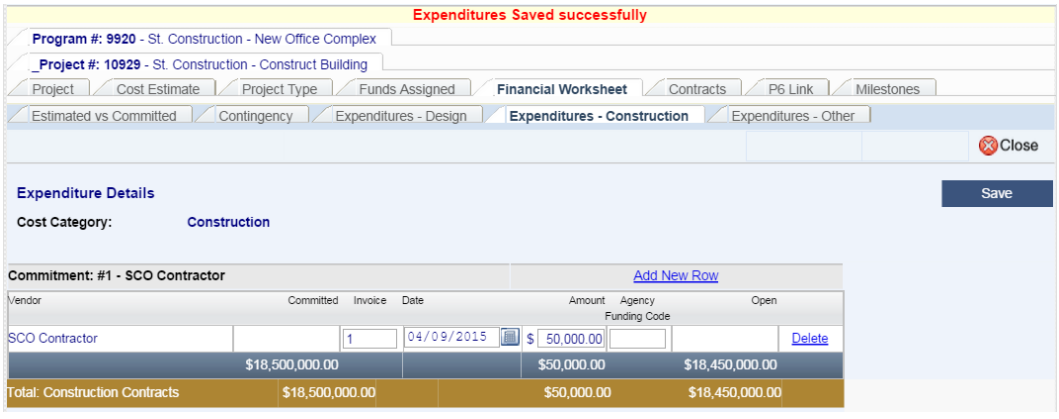


2. Construction Expenditures

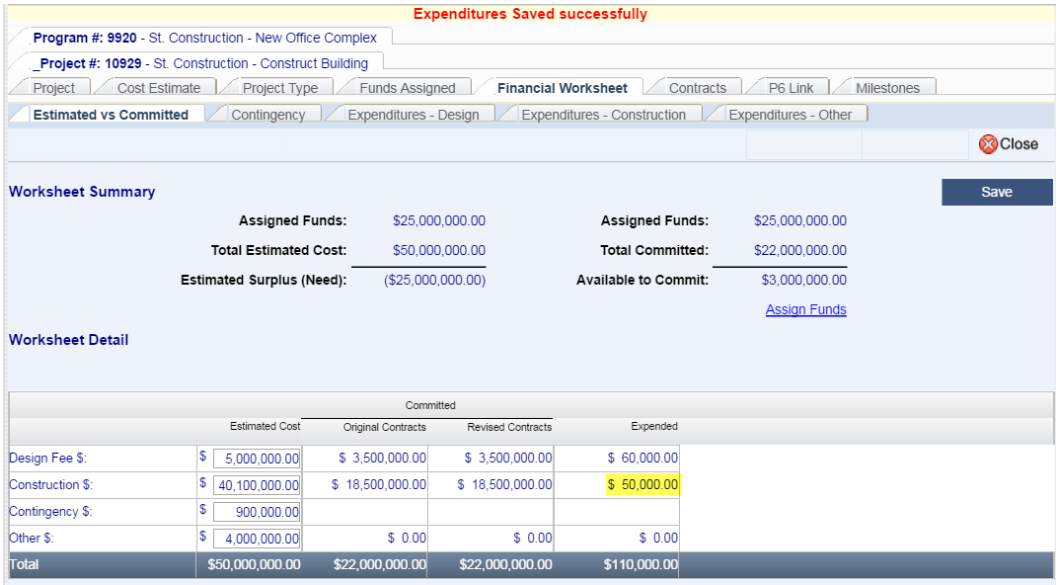
Construction expenditures are recorded similarly to Designer expenditures. Navigate to the Financial Worksheet > Expenditures – Construction tab, and click on "Add New Row."



Enter the invoice number, date, and amount. If you are tracking multiple funding sources, insert the proper funding code from which the funds were taken for the invoice. Then Save.

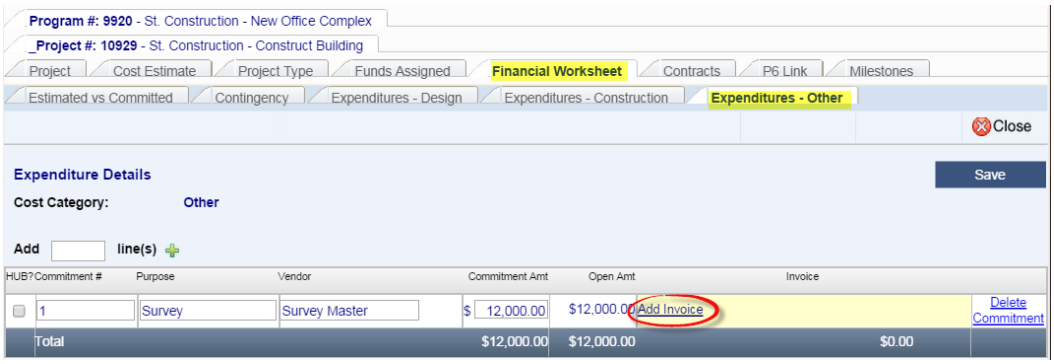


The amount expended and remaining balance are shown on the "Total Construction Contracts" line. Again, if you now go to the Estimated vs Committed tab, the expenditure also appears.

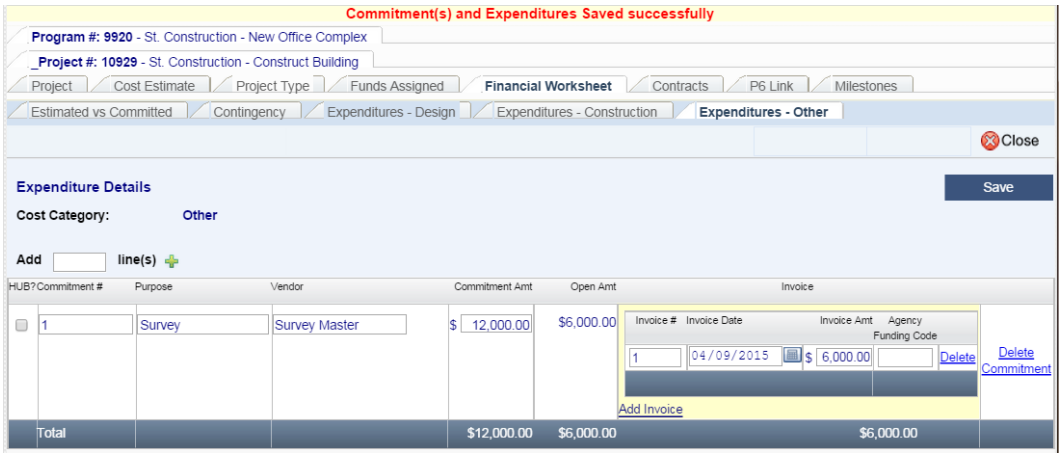


3. Other Expenditures

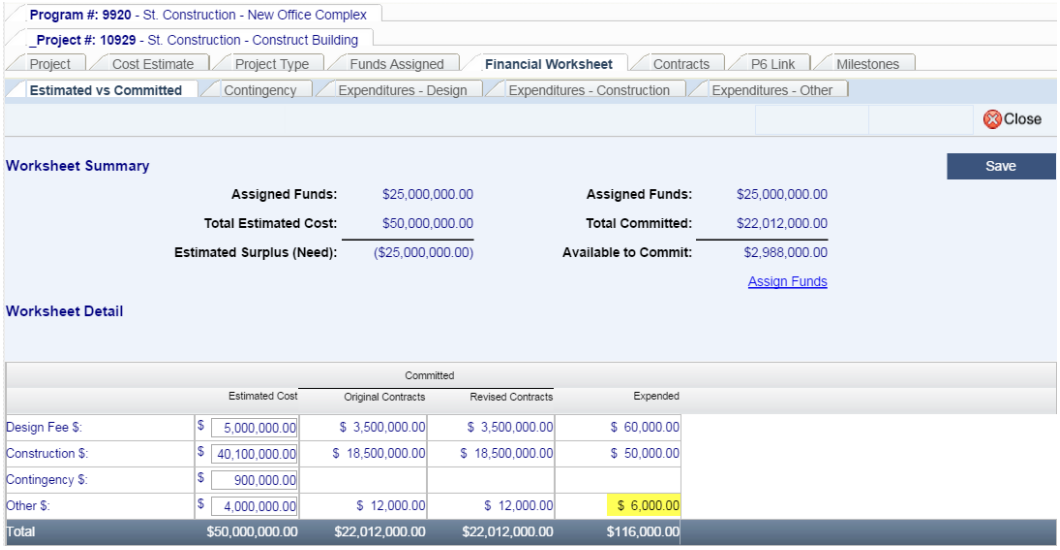
To enter Other expenditures, a commitment needs to exist first. See Entering Other Commitments. Navigate to the Financial Worksheet > Expenditures – Other tab and click "Add Invoice."



As with Design and Construction Expenditures, enter the invoice number, date, and amount. If you are tracking multiple funding sources, insert the proper funding code from which the funds were taken for the invoice. Then Save.



The amount expended and remaining balance are shown to the “Total” line and the expenditure appears on the Estimated vs Committed tab.



P. Entering HUB Data

HUB data must be entered as part of a construction contract.

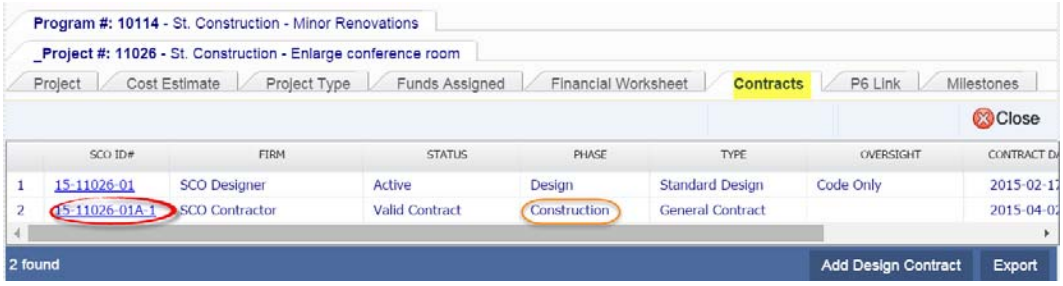
For Standard Projects with designers or SCO code review, HUB data should be entered at the time of contract award, and the data is saved as "At award." If the minimum 10% participation goal is not achieved, then the Good Faith Effort must be entered. HUB data should be updated as it changes through the life of the contract and verified before the project is closed.

Non-Code-Item Projects that are construction only (no designer or SCO code review) can be entered as "HUB Only," which will allow you to go directly to creating a construction contract. The project must be created as a Non-Code-Item Project and the HUB Only check box must be checked in order to utilize the abbreviated data entry method.

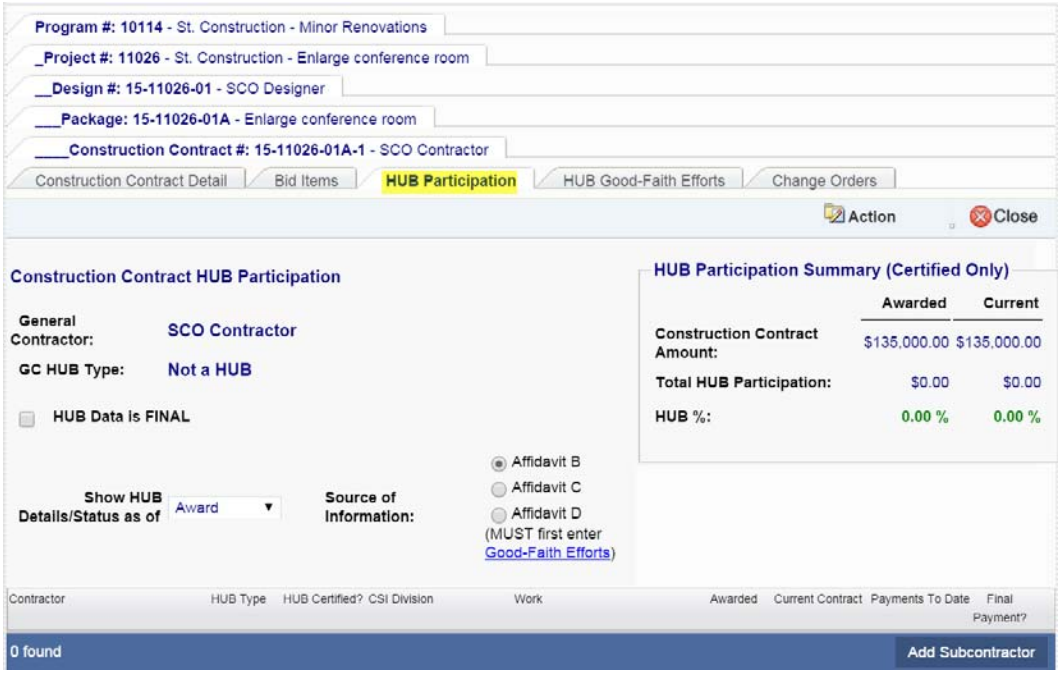
NOTE: If a project exists in InterscopePlus because of design or code review, the construction contract and HUB data must be entered under that project, regardless of dollar amount of project.

1. HUB Entry as part of a Standard Project – Single Prime

Navigate to the desired Project Contracts tab, and select the construction contract.

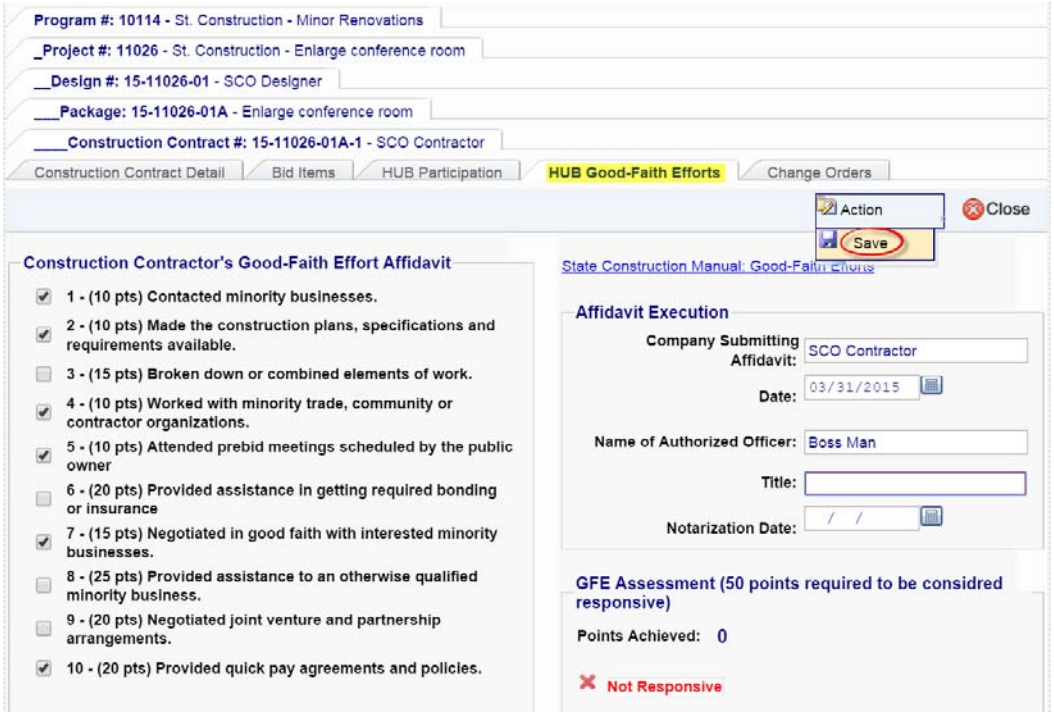


Click on the HUB Participation tab.

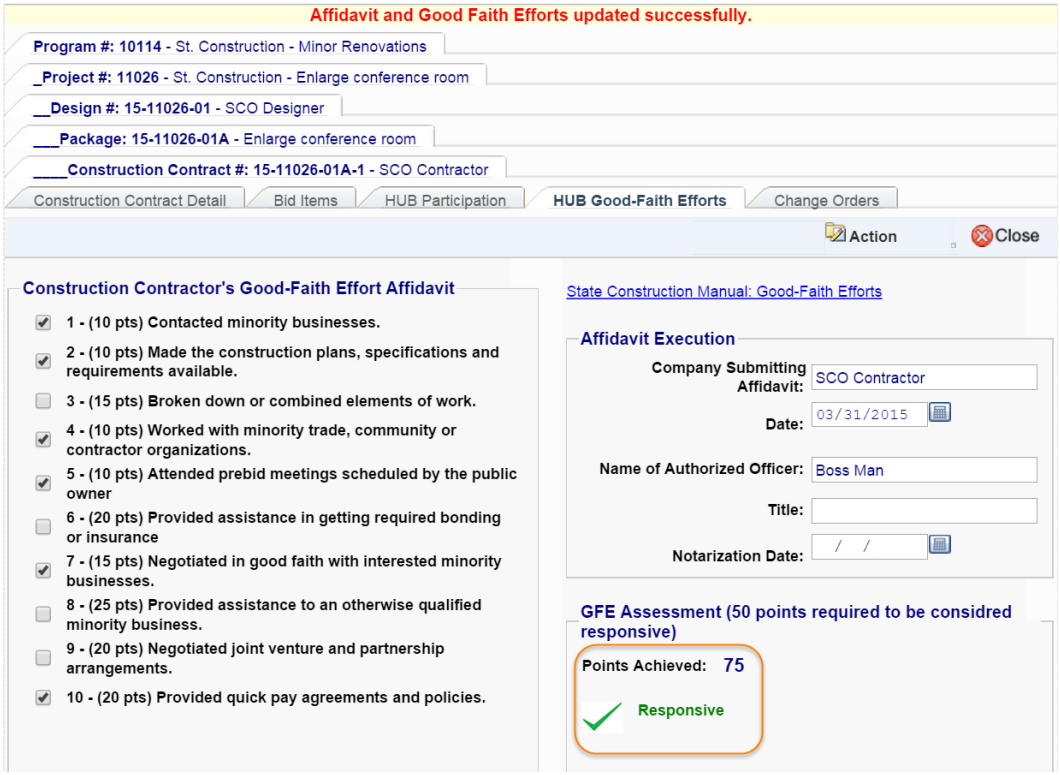


This provides information on the HUB status of the Prime Contractor, and the current HUB participation. If the contractor does not meet the HUB Goal (currently 10%), then the Good Faith Efforts must be documented. Select the HUB Good-Faith Efforts tab, f

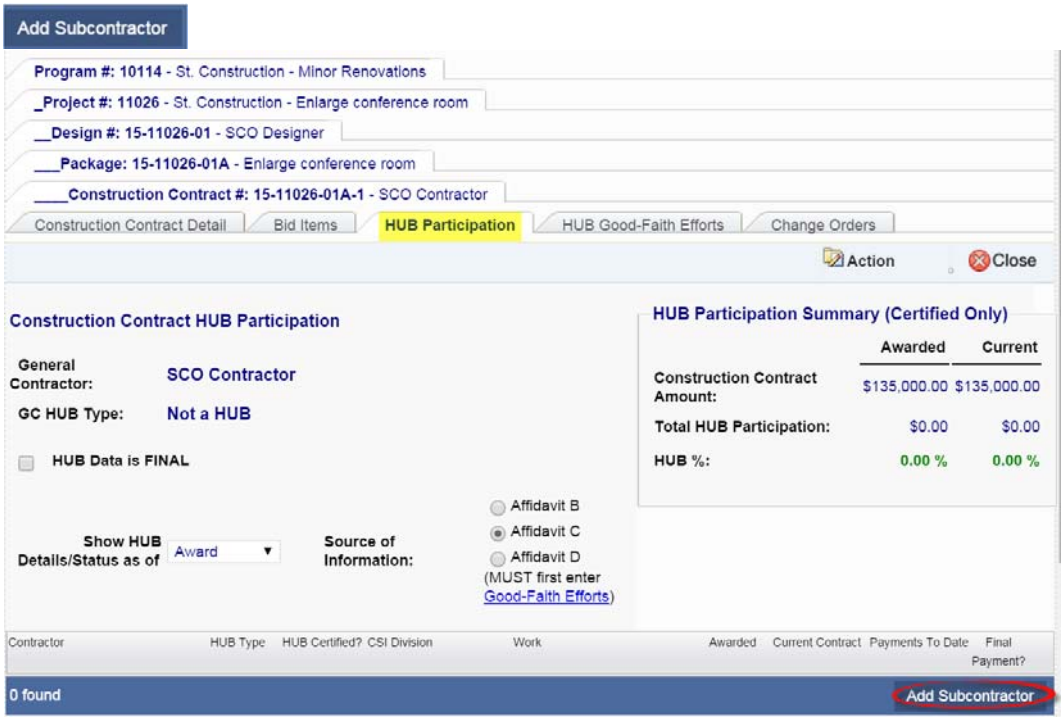
enter the appropriate information, and


Program #: 10114 - St. Construction - Minor Renovations
_Project #: 11026 - St. Construction - Enlarge conference room
__Design #: 15-11026-01 - SCO Designer
___Package: 15-11026-01A - Enlarge conference room
____Construction Contract #: 15-11026-01A-1 - SCO Contractor
Construction Contract Detail
Bid Items
HUB Participation
HUB Good-Faith Efforts
Change Orders
Action
Save
Close
Construction Contractor's Good-Faith Effort Affidavit
1 - (10 pts) Contacted minority businesses.
2 - (10 pts) Made the construction plans, specifications and requirements available.
3 - (15 pts) Broken down or combined elements of work.
4 - (10 pts) Worked with minority trade, community or contractor organizations.
5 - (10 pts) Attended prebid meetings scheduled by the public owner
6 - (20 pts) Provided assistance in getting required bonding or insurance
7 - (15 pts) Negotiated in good faith with interested minority businesses.
8 - (25 pts) Provided assistance to an otherwise qualified minority business.
9 - (20 pts) Negotiated joint venture and partnership arrangements.
10 - (20 pts) Provided quick pay agreements and policies.
State Construction Manual: Good-Faith Efforts
Affidavit Execution
Company Submitting Affidavit:
SCO Contractor
Date:
03/31/2015
Name of Authorized Officer:
Boss Man
Title:
Notarization Date:
GFE Assessment (50 points required to be considred responsive)
Points Achieved:
0
Not Responsive

Once saved, the system will calculate the number of points and determine if the contractor is responsive.

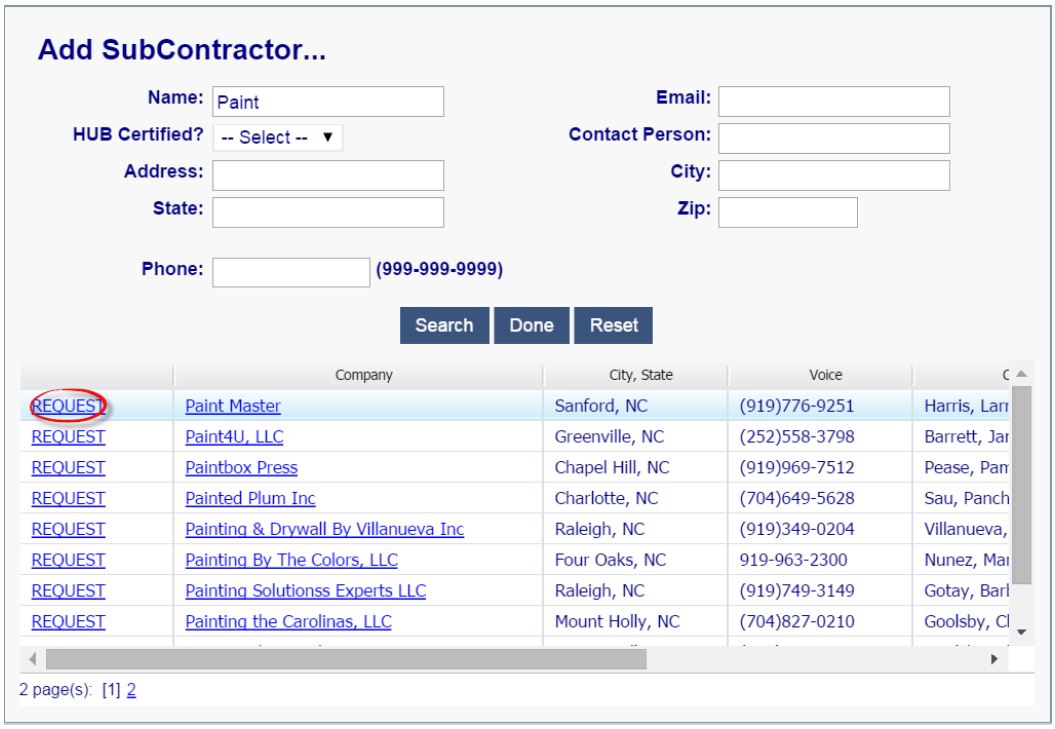

Affidavit and Good Faith Efforts updated successfully.
Program #: 10114 - St. Construction - Minor Renovations
_Project #: 11026 - St. Construction - Enlarge conference room
__Design #: 15-11026-01 - SCO Designer
___Package: 15-11026-01A - Enlarge conference room
____Construction Contract #: 15-11026-01A-1 - SCO Contractor
Construction Contract Detail
Bid Items
HUB Participation
HUB Good-Faith Efforts
Change Orders
Action
Close
Construction Contractor's Good-Faith Effort Affidavit
1 - (10 pts) Contacted minority businesses.
2 - (10 pts) Made the construction plans, specifications and requirements available.
3 - (15 pts) Broken down or combined elements of work.
4 - (10 pts) Worked with minority trade, community or contractor organizations.
5 - (10 pts) Attended prebid meetings scheduled by the public owner
6 - (20 pts) Provided assistance in getting required bonding or insurance
7 - (15 pts) Negotiated in good faith with interested minority businesses.
8 - (25 pts) Provided assistance to an otherwise qualified minority business.
9 - (20 pts) Negotiated joint venture and partnership arrangements.
10 - (20 pts) Provided quick pay agreements and policies.
State Construction Manual: Good-Faith Efforts
Affidavit Execution
Company Submitting Affidavit:
SCO Contractor
Date:
03/31/2015
Name of Authorized Officer:
Boss Man
Title:
Notarization Date:
GFE Assessment (50 points required to be considered responsive)
Points Achieved: 75
Responsive

If the contractor has submitted an Affidavit C, on the HUB Participation tab click on the



This will bring up the “Add Subcontractor” search box. Enter information about the desired subcontractor and Search.

Select the desired contractor from the pick list. Selection may be made from either “Request” or “Select” options displayed. The difference between these two options is a system parameter involving where address information is stored. If the desired company is not listed, click on the additional box for “Add New Contractor” (not shown in this illustration) to request the addition. This will open a screen for entry of contractor information including name, address, and telephone which will be routed to the system administrator for approval/entry. HUB participation information for this firm may not be entered until the contractor is approved and loaded into the system. An automatic e-mail will be generated back to the requester when this has been done so that HUB entries may be completed.



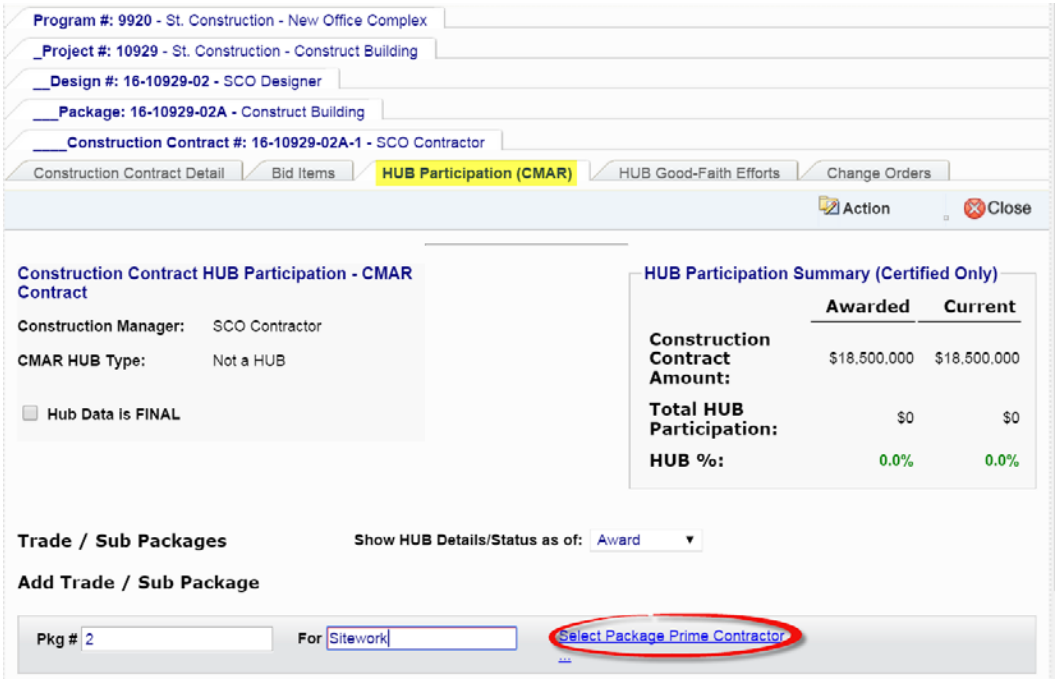
The selected subcontractor is displayed on the contractor list, as shown below. Now complete the *CSI Division*, *Work*, and *Awarded* amount, and

The HUB particpation is automatically calculated and displayed for Certified HUB contractors. Uncertified HUB firms may be listed, but will not be reflected in the disiplayed calculations. Continue adding subcontractors as necessary.

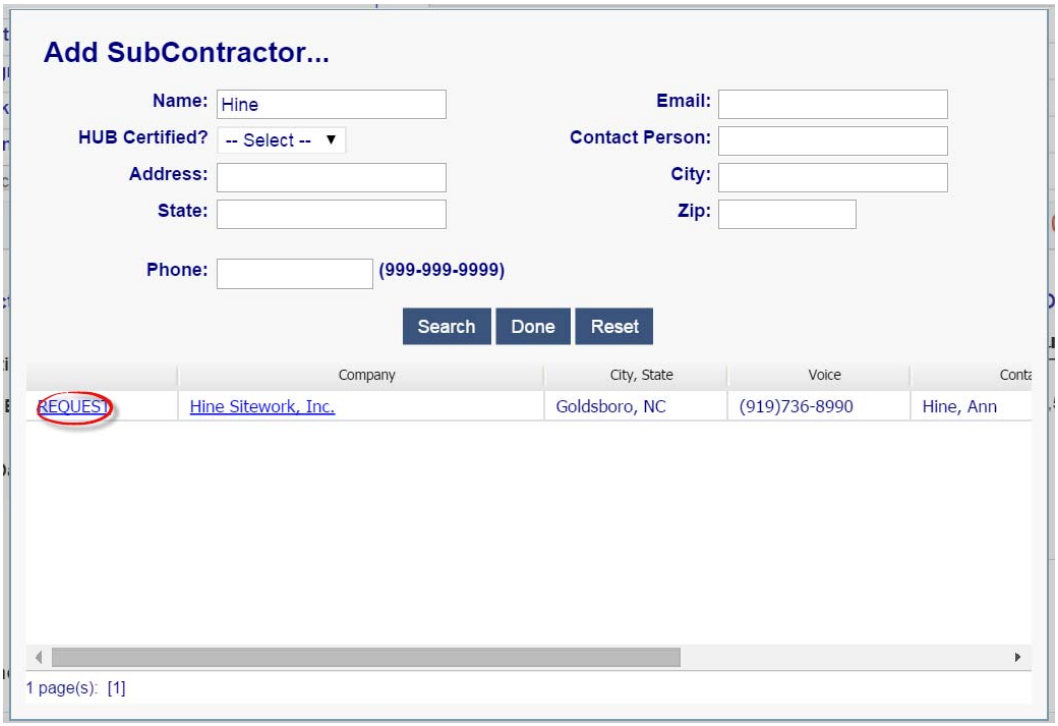
2. HUB Entry as part of a Standard Project – CM at Risk

HUB Entry for CM at Risk differs from Single Prime in that participation must be reported for each 1st tier subcontractor. Therefore there is a Trade/Sub Package for each 1st tier subcontractor or Package Prime Contractor, and the HUB subcontractors under each Trade/Sub Package are recorded.

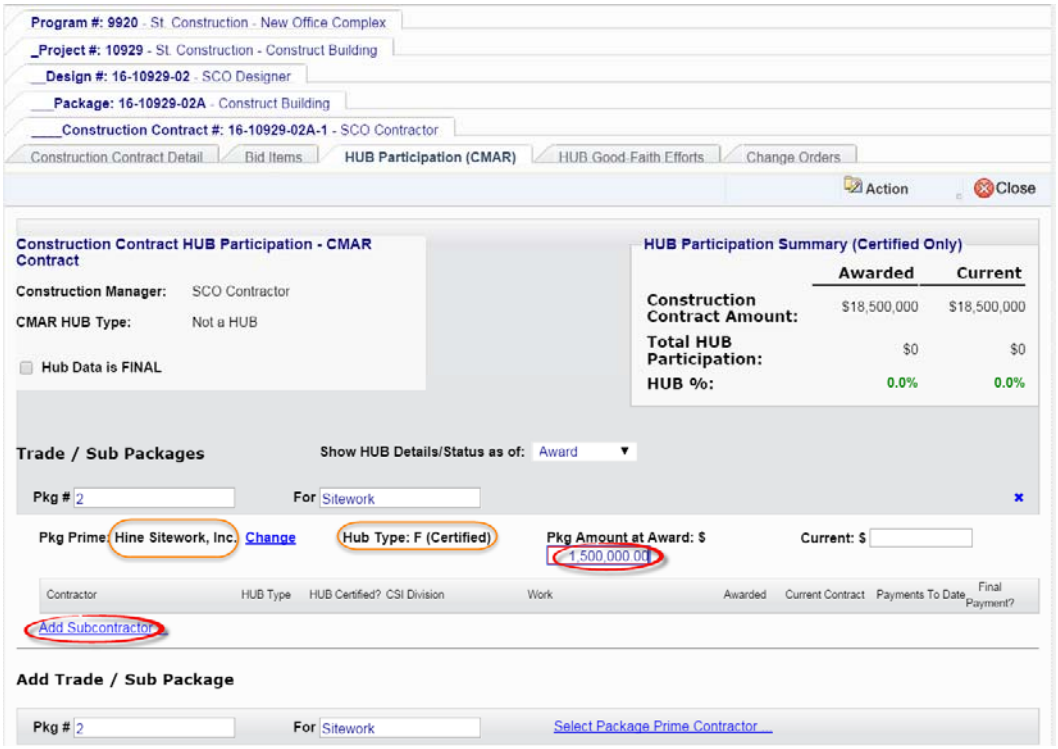
If the construction contract was created as a CMAR, the appropriate HUB Participation (CMAR) tab will show up under the contract.


Program #: 9920 - St. Construction - New Office Complex
_Project #: 10929 - St. Construction - Construct Building
__Design #: 16-10929-02 - SCO Designer
___Package: 16-10929-02A - Construct Building
____Construction Contract #: 16-10929-02A-1 - SCO Contractor
Construction Contract Detail
Bid Items
HUB Participation (CMAR)
HUB Good-Faith Efforts
Change Orders
Action
Close
Construction Contract HUB Participation - CMAR Contract
Construction Manager: SCO Contractor
CMAR HUB Type: Not a HUB
Hub Data is FINAL
HUB Participation Summary (Certified Only)
Awarded
Current
Construction Contract Amount: $18,500,000 $18,500,000
Total HUB Participation: $0 $0
HUB %: 0.0% 0.0%
Trade / Sub Packages
Show HUB Details/Status as of: Award
Add Trade / Sub Package
Pkg # 2
For Sitework
Select Package Prime Contractor

For each Trade/Sub Package, enter the Pkg# and type of work, then Select Package Prime Contractor. The Pkg # is user-defined and may be whatever is customary for the organization making the entries. Similarly, the type of work under "For" is a user-defined entry, but should be generally descriptive of the nature of the work. Search for the desired contractor and select them.

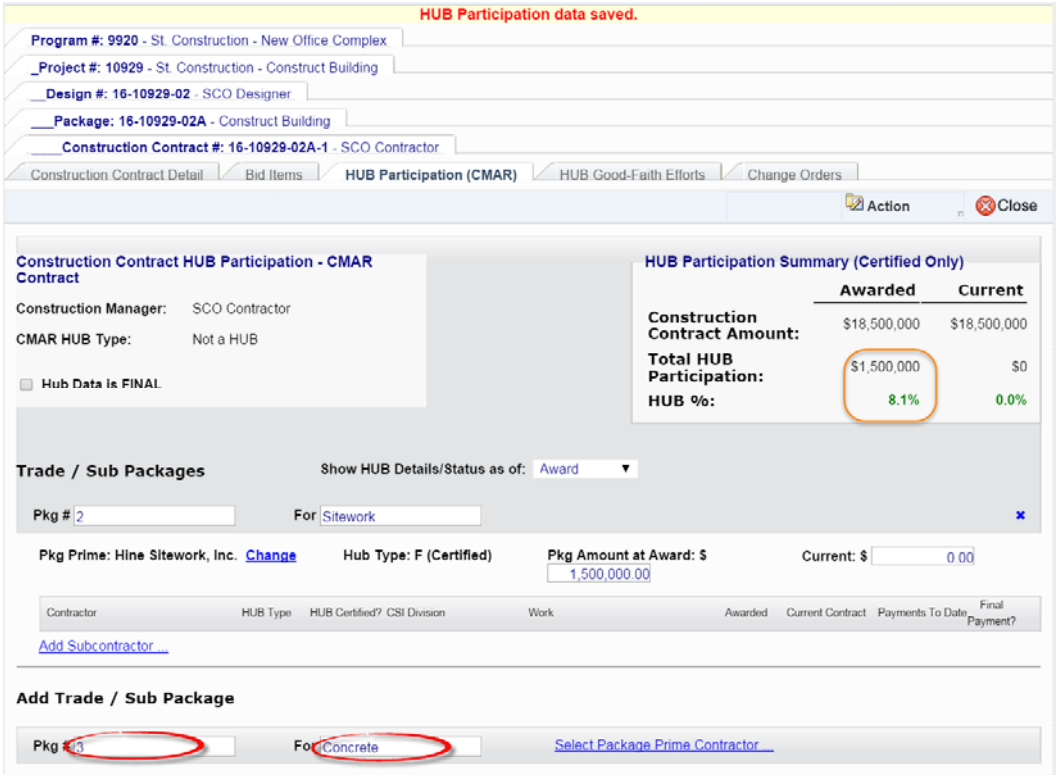


Enter the *Pkg Amount at Award*. If there are HUB subcontractors for the Package Prime, they should be added by clicking "Add Subcontractor."



It is recommended that you

after each contractor, as the Hub Participation Summary will be updated when you save.



Continue entering Trade/Sub Packages and Subcontractors until all HUB data is complete.

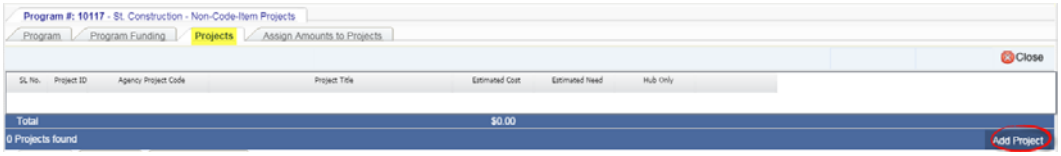
3. HUB Only data entry/Non-code-item-center entry

Small projects that are NOT part of a code-item-center capital project or, by their nature have no design or code review, such as small projects like painting, road patching, etc. need to be entered for reporting capital activity as well as recording HUB data. There is an abbreviated method for these entries.

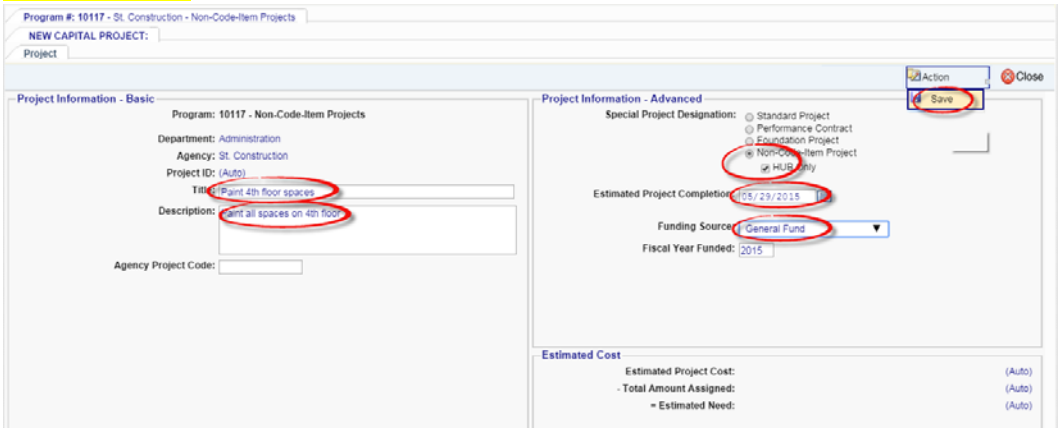
NOTE: If a project exists in InterscopePlus because of design or code review, the construction contract and HUB data must be entered under that project, regardless of the dollar amount of the project.

If the Project is funded from a Capital Project Code-Item-Center, including R&R, it must NOT be entered as a Non-Code-Item Project/HUB Only.

At the Program, navigate to the Projects tab and click Add Project.

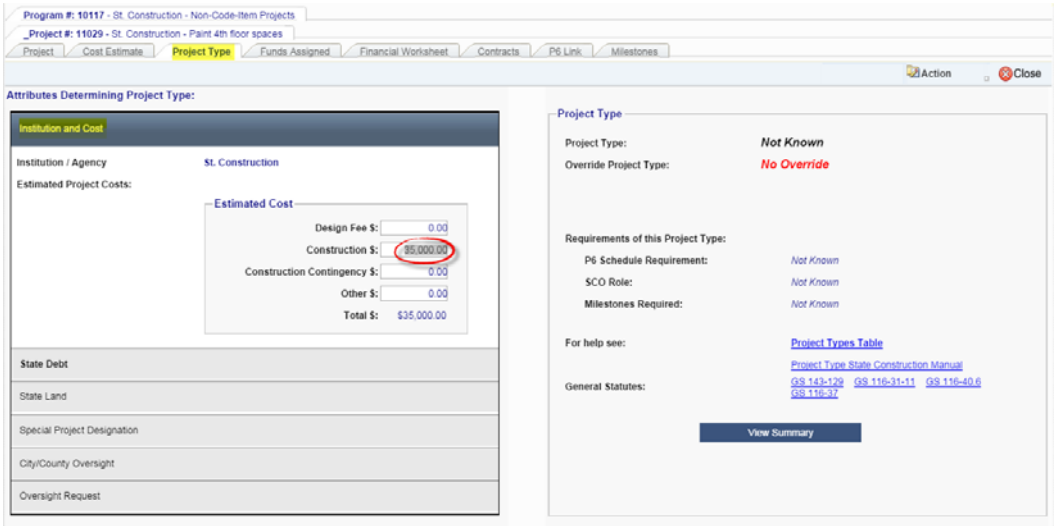


Enter the *Title* and *Description*, then select the Special Project Designation "Non-Code-Item." The HUB Only checkbox will appear and must be clicked to enter the checkmark. Enter an *Estimated Project Completion*, *Funding Source*, and *Fiscal Year Funded*, [isn't this box to be 2014-2015 consistently? Should match what's shown back at authorizations.] then

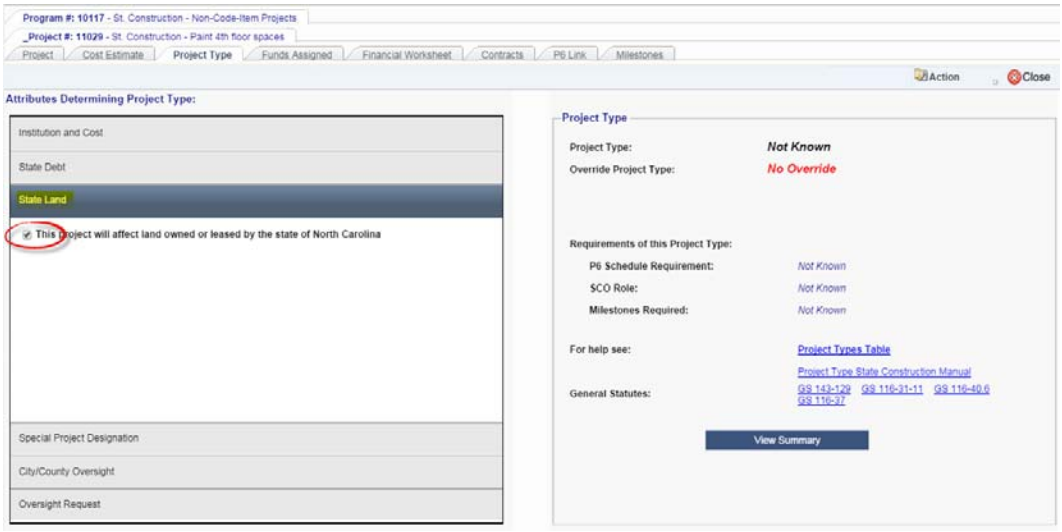


You will be asked to confirm that this is the project designation you want, as it cannot be changed at a later time.

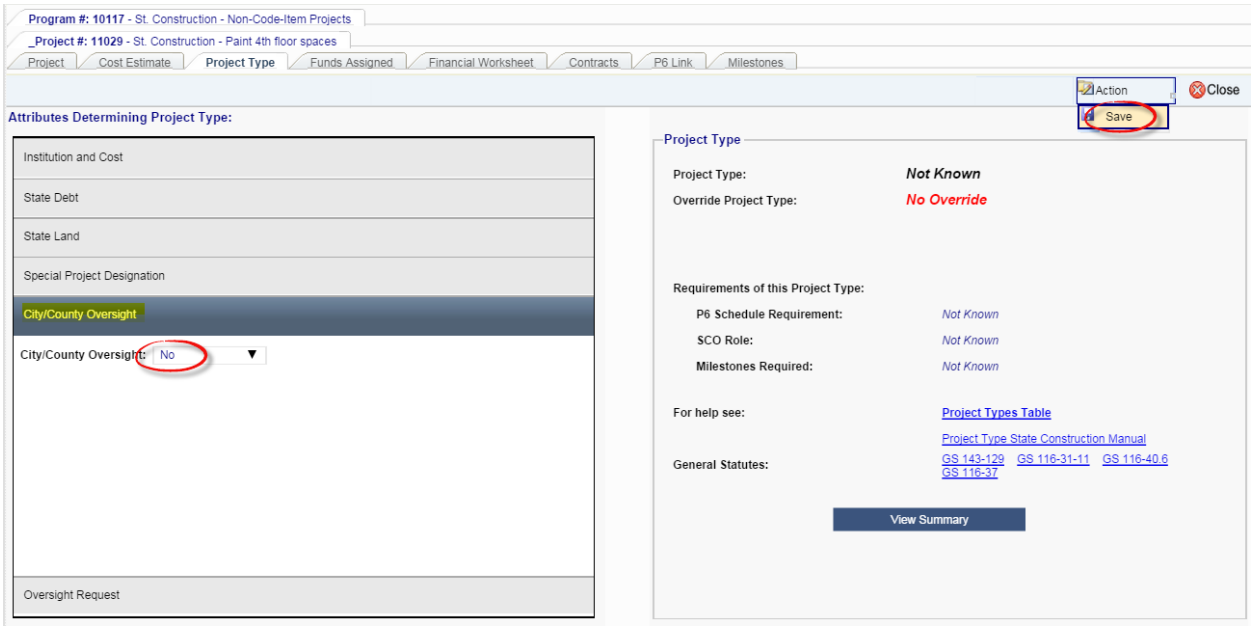
Go to the Project Type tab, select *Institution and Cost Attribute* and enter the *Estimated Construction Cost*.



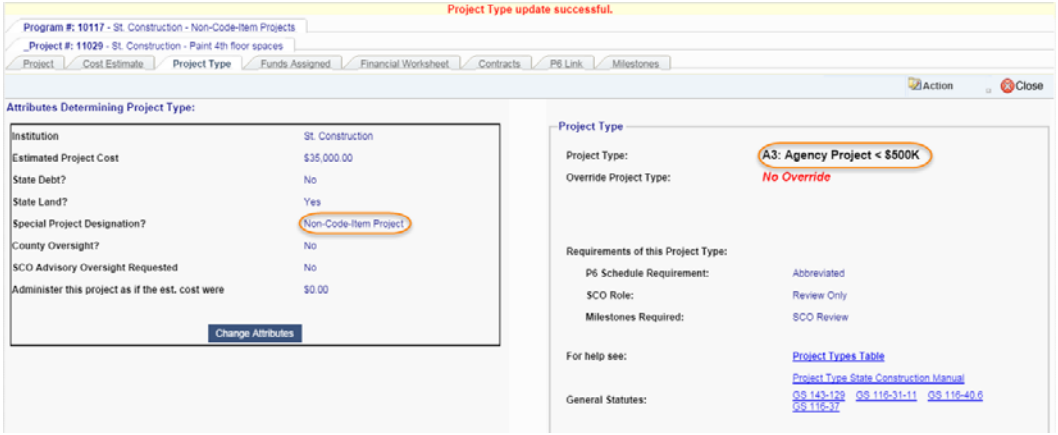
Select *State Land Attribute* and check box if appropriate.



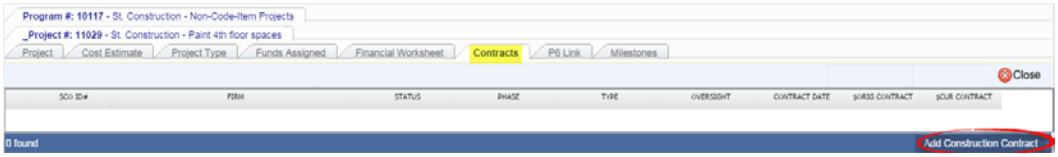
Go to *City/County Oversight Attribute* and select appropriate option, then



The Project type is now established.

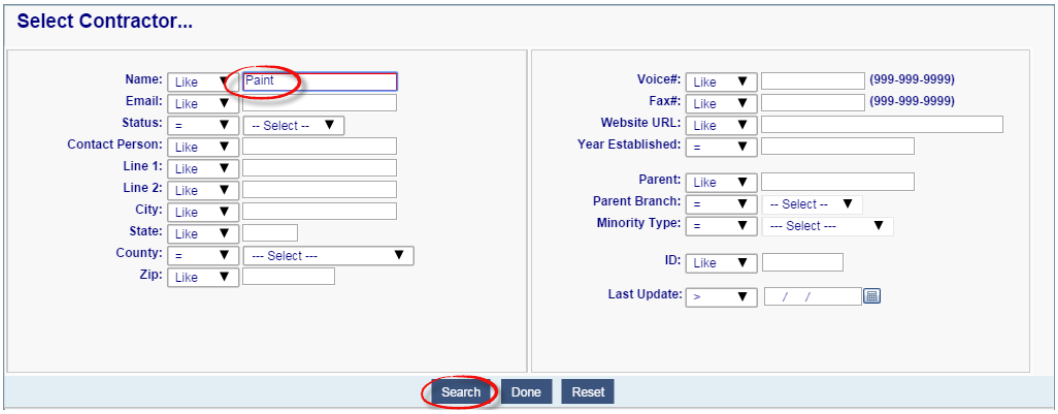


Go to the Contracts tab and select ”Add Construction Contract.”

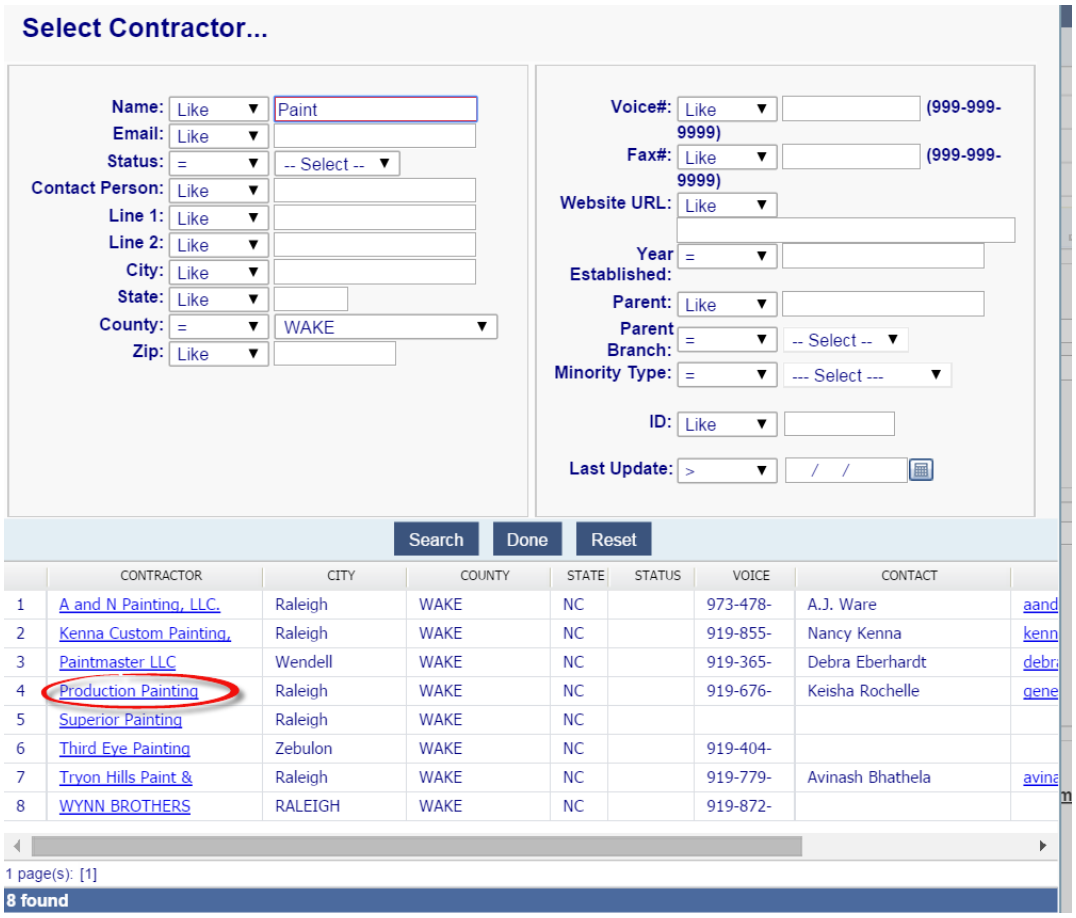


At the Select Contractor search window, enter selection criteria and

.

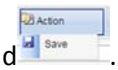


Click on the desired contractor from the list.


Select Contractor...
Name: Like Paint
Email: Like
Status: = -- Select --
Contact Person: Like
Line 1: Like
Line 2: Like
City: Like
State: Like
County: = WAKE
Zip: Like
Voice#: Like (999-999-9999)
Fax#: Like (999-999-9999)
Website URL: Like
Year Established: =
Parent: Like
Parent Branch: = -- Select --
Minority Type: = --- Select ---
ID: Like
Last Update: >
Search
Done
Reset
CONTRACTOR CITY COUNTY STATE STATUS VOICE CONTACT
1 A and N Painting, LLC. Raleigh WAKE NC 973-478- A.J. Ware
2 Kenna Custom Painting, Raleigh WAKE NC 919-855- Nancy Kenna
3 Paintmaster LLC Wendell WAKE NC 919-365- Debra Eberhardt
4 Production Painting Raleigh WAKE NC 919-676- Keisha Rochelle
5 Superior Painting Raleigh WAKE NC
6 Third Eye Painting Zebulon WAKE NC 919-404-
7 Tryon Hills Paint & Raleigh WAKE NC 919-779- Avinash Bhathela
8 WYNN BROTHERS RALEIGH WAKE NC 919-872-
1 page(s): [1]
8 found

The contractor information is displayed in the Construction Contract Detail tab, including HUB type and Contract status. The *Contract Status* is set to "Creating" and the default *Contract Type* is "General Contract." Select an appropriate contract type if other than "General." Entering *Owner Contact*, *Safety Officer*, *Surety*, *Sheets* and *Contractor Contact* is optional. Enter appropriate *Award Details*, *Contract Date*, and *Contract Amounts*. To avoid losing data, you can

as long as the status is "Creating." When all data is complete, change *Contract Status* to the appropriate "Valid" contract type

("Valid Informal" in this example) and 

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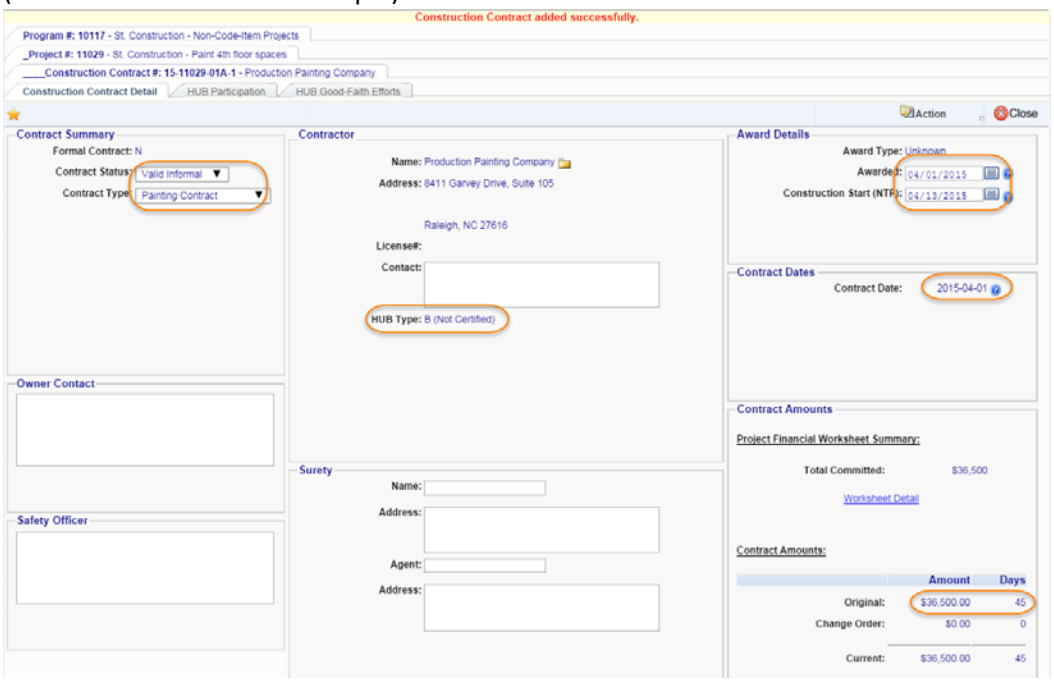


Enter Good Faith Efforts and additional HUB participation as appropriate.

Q. Closing a Project

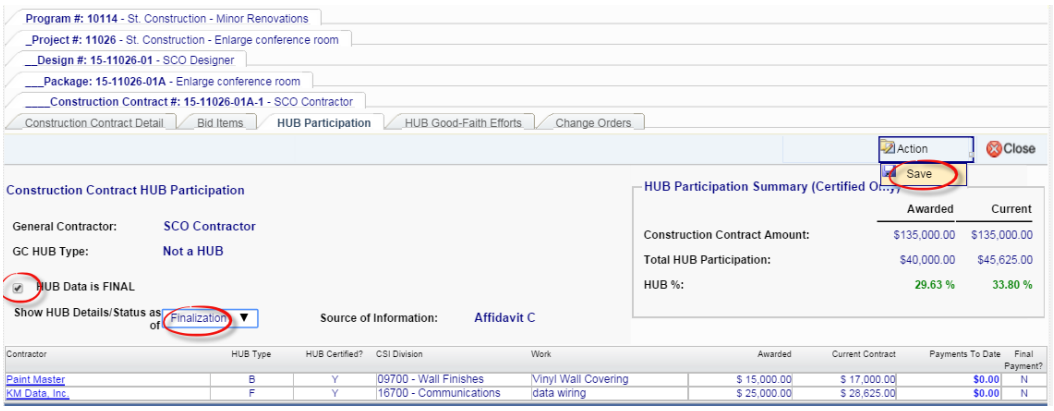
Closing a project will allow it to be placed in an "Inactive" status, and by limiting searches to "Active" projects, minimize the number of projects returned in searches. It is also beneficial to close projects while all information and people involved are available and current.

1. Construction Closeout

Project closeout begins with the construction project. Once work is completed and the contract is documentation is being finalized, a contractor evaluation is required. That is completed on the Construction Contract>"Evaluation" tab. (This does not show in the sandbox).

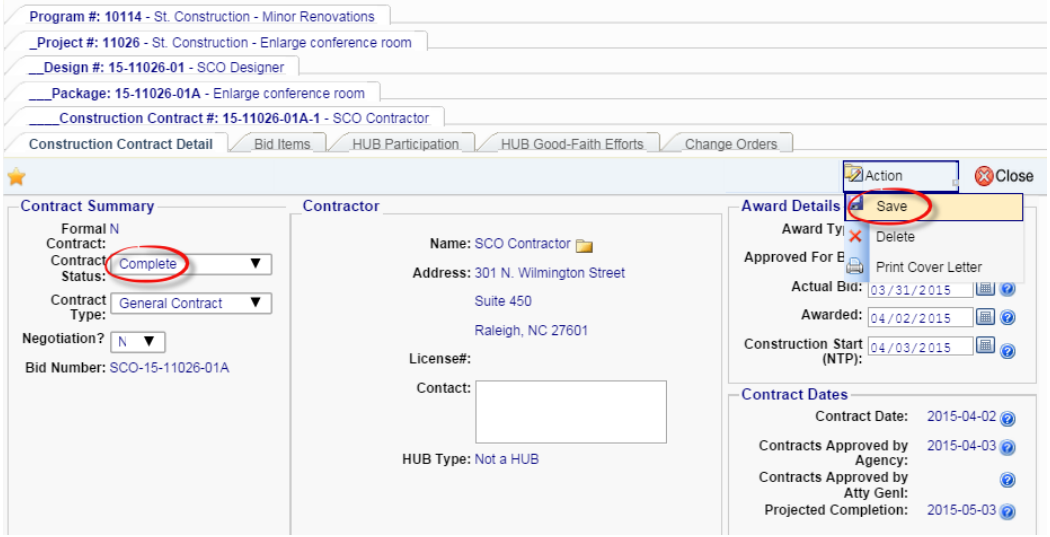
Review and update HUB data on the "HUB Participation" tab. Change HUB status to "Finalization," check the "HUB Data is FINAL" box and

.


Program #: 10114 - St. Construction - Minor Renovations
_Project #: 11026 - St. Construction - Enlarge conference room
__Design #: 15-11026-01 - SCO Designer
___Package: 15-11026-01A - Enlarge conference room
____Construction Contract #: 15-11026-01A-1 - SCO Contractor
Construction Contract Detail
Bid Items
HUB Participation
HUB Good-Faith Efforts
Change Orders
Action
Close
Save
Construction Contract HUB Participation
General Contractor: SCO Contractor
GC HUB Type: Not a HUB
HUB Data is FINAL
Show HUB Details/Status as of: Finalization
Source of Information: Affidavit C
HUB Participation Summary (Certified O...)
Awarded
Current
Construction Contract Amount: $135,000.00 $135,000.00
Total HUB Participation: $40,000.00 $45,625.00
HUB %: 29.63 % 33.80 %
Contractor
HUB Type
HUB Certified?
CSI Division
Work
Awarded
Current Contract
Payments To Date
Final Payment?
Paint Master B Y 09700 - Wall Finishes Vinyl Wall Covering $ 15,000.00 $ 17,000.00 $0.00 N
KM Data, Inc. F Y 16700 - Communications data wiring $ 25,000.00 $ 28,625.00 $0.00 N

Go to the “Construction Contract Detail” tab, change the Contract Status to “Complete,” and

.

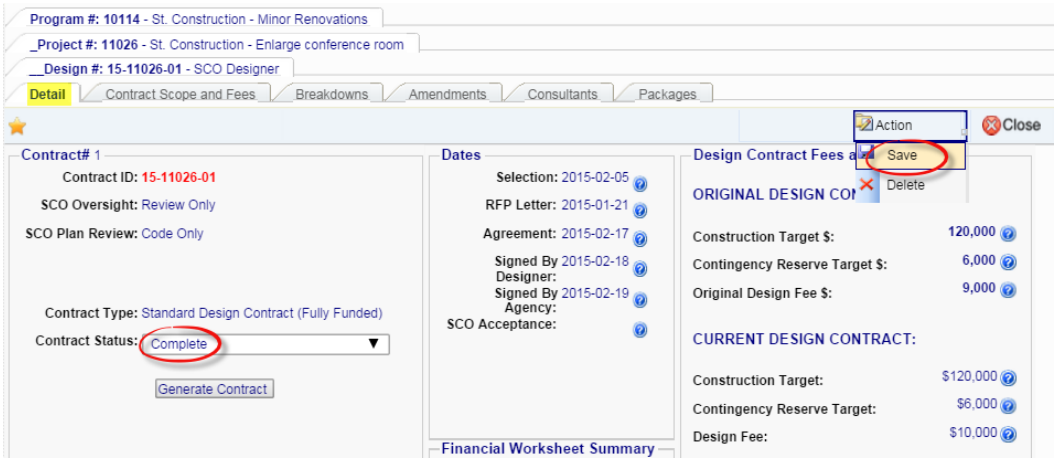


2. Design Contract

Select the Design>Evaluation tab (Not currently shown in sandbox), and complete designer evaluation.

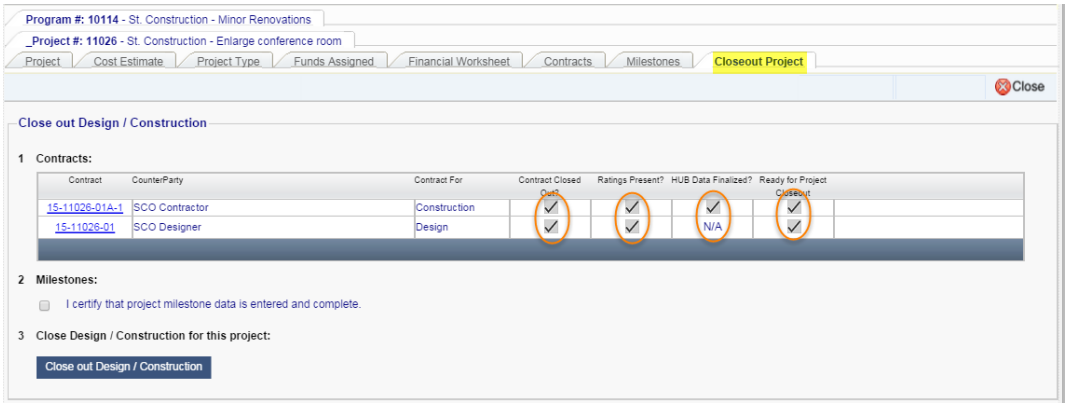
Select the Design>Detail tab and change Contract Status to “Complete,” and

.



3. Contract Closeout

Select the Project>Closeout Project tab. If the Steps 1 and 2 above were completed correctly, all of the check boxes for “1 Contracts” should be checked.

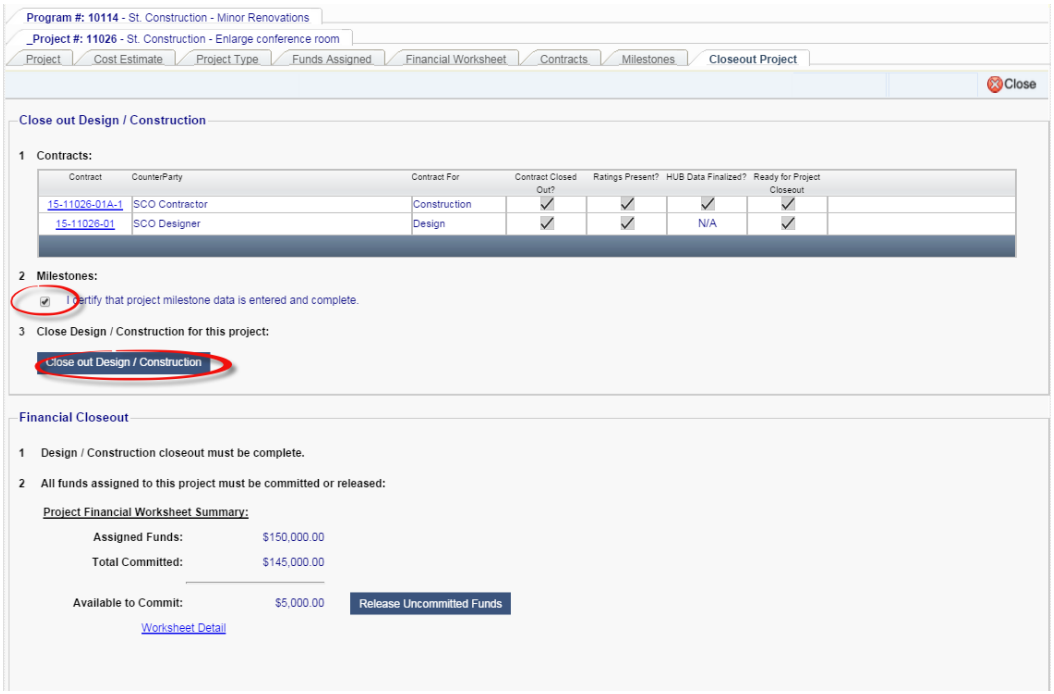


The boxes report completed activities and cannot be manually checked. If they are not checked, something was not completed in Steps 1 or 2.

For “2 Milestones” check the box. (Milestones are currently under development and will be found on the Project>Milestones tab).

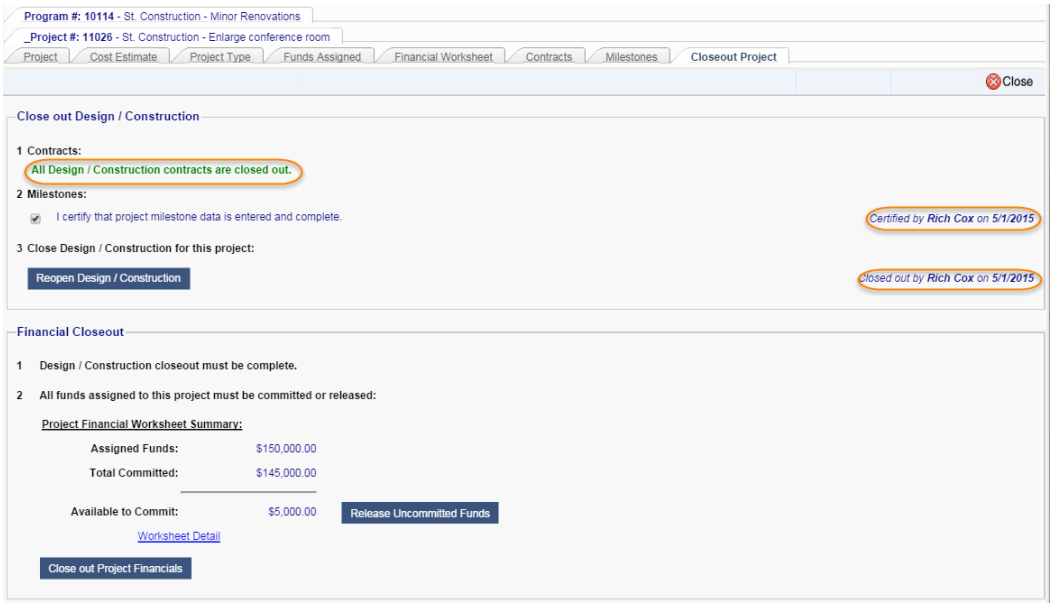
After completing the above,

.



4. Financial Closeout

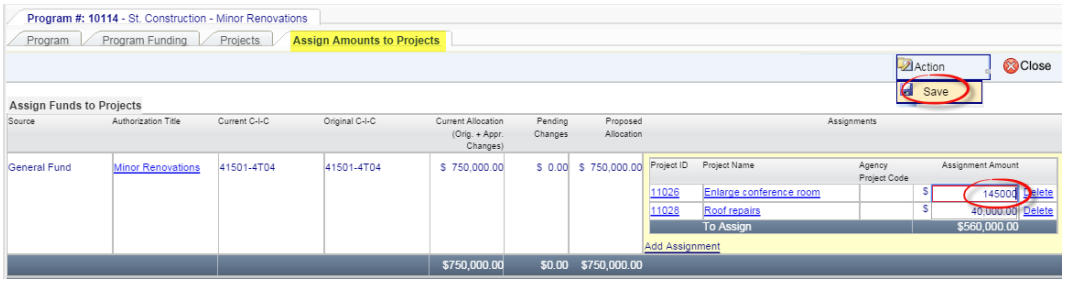
After the Design and Construction contracts have been closed, the next step is Financial Closeout.


Program #: 10114 - St. Construction - Minor Renovations
_Project #: 11026 - St. Construction - Enlarge conference room
Project
Cost Estimate
Project Type
Funds Assigned
Financial Worksheet
Contracts
Milestones
Closeout Project
Close
Close out Design / Construction
1 Contracts:
All Design / Construction contracts are closed out.
2 Milestones:
I certify that project milestone data is entered and complete.
Certified by Rich Cox on 5/1/2015
3 Close Design / Construction for this project:
Reopen Design / Construction
Closed out by Rich Cox on 5/1/2015
Financial Closeout
1 Design / Construction closeout must be complete.
2 All funds assigned to this project must be committed or released:
Project Financial Worksheet Summary:
Assigned Funds: $150,000.00
Total Committed: $145,000.00
Available to Commit: $5,000.00
Release Uncommitted Funds
Worksheet Detail
Close out Project Financials

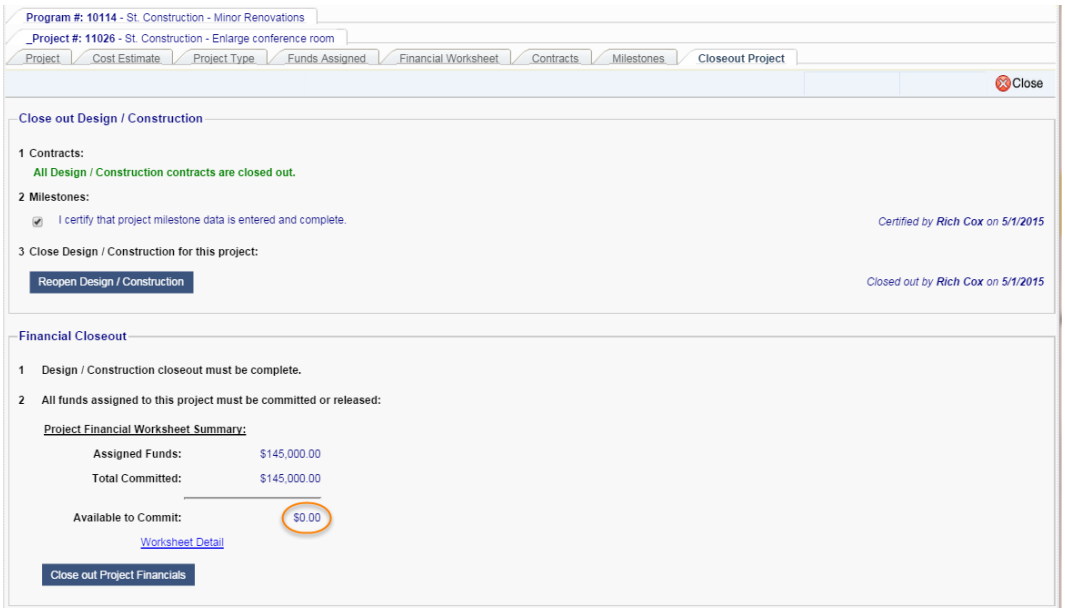
In the Financial Closeout section is a summary of assigned funds, committed funds and any available funds. To close out the project, the Available to Commit must be $0. There are 2 options. The first option is to select the Release Uncommitted Funds and let the system "Un-assign" the funds, releasing them back to the Program. This is recommended if there is only one fund source assigned to the project. If there are multiple fund sources and the Release Uncommitted Funds is used, the system will select which fund source to "Un-

assign. Option 2 is to navigate to the Program>Assign Funds to Projects tab and change the assignment amount to equal the committed amount and

.

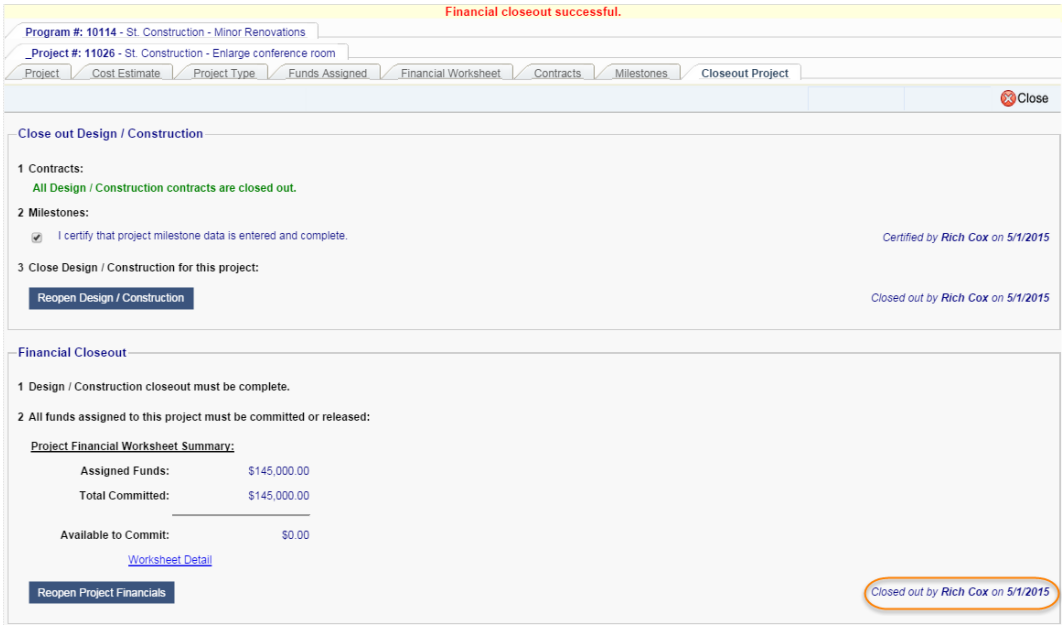


Return to the Project>Closeout Project tab and the “Available to Commit” should equal $0.


Program #: 10114 - St. Construction - Minor Renovations
_Project #: 11026 - St. Construction - Enlarge conference room
Project
Cost Estimate
Project Type
Funds Assigned
Financial Worksheet
Contracts
Milestones
Closeout Project
Close
Close out Design / Construction
1 Contracts:
All Design / Construction contracts are closed out.
2 Milestones:
I certify that project milestone data is entered and complete.
Certified by Rich Cox on 5/1/2015
3 Close Design / Construction for this project:
Reopen Design / Construction
Closed out by Rich Cox on 5/1/2015
Financial Closeout
1 Design / Construction closeout must be complete.
2 All funds assigned to this project must be committed or released:
Project Financial Worksheet Summary:
Assigned Funds: $145,000.00
Total Committed: $145,000.00
Available to Commit: $0.00
Worksheet Detail
Close out Project Financials

Select

. After executing this, the project is closed.


Financial closeout successful.
Program #: 10114 - St. Construction - Minor Renovations
_Project #: 11026 - St. Construction - Enlarge conference room
Project
Cost Estimate
Project Type
Funds Assigned
Financial Worksheet
Contracts
Milestones
Closeout Project
Close
Close out Design / Construction
1 Contracts:
All Design / Construction contracts are closed out.
2 Milestones:
I certify that project milestone data is entered and complete.
Certified by Rich Cox on 5/1/2015
3 Close Design / Construction for this project:
Reopen Design / Construction
Closed out by Rich Cox on 5/1/2015
Financial Closeout
1 Design / Construction closeout must be complete.
2 All funds assigned to this project must be committed or released:
Project Financial Worksheet Summary:
Assigned Funds: $145,000.00
Total Committed: $145,000.00
Available to Commit: $0.00
Worksheet Detail
Reopen Project Financials
Closed out by Rich Cox on 5/1/2015

R. Closing a Program

VI. Advanced Functions

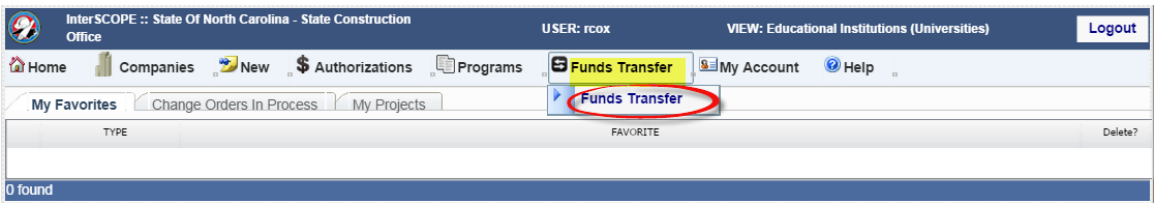
A. Funds Transfers

Funds transfers allow moving funds from an Authorization/Program to another Authorization/ Program. It begins with entering a request, and continues with a sequential multi-step approval process.

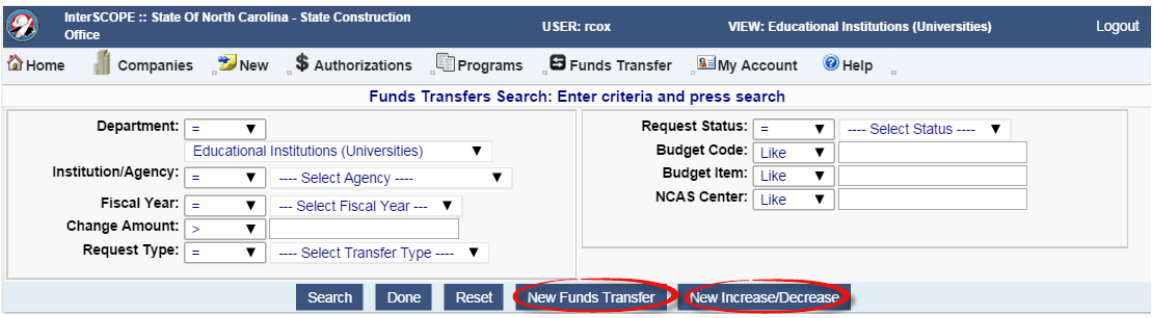
A separate request must be created for each source of funds to be transferred.

The Program that the funds will be transferred from must have unassigned funds equal to or greater than the amount to be transferred within the source of funds to be transferred, i.e. the program must have $15,000 unassigned Non-General Fund (NGF) funds in order to be able to transfer $15,000 NGF. Excess funds in projects may be unassigned to increase the amount of unassigned funds available within a program.

At the top of your home page, select Funds Transfer>Funds Transfer to bring up the Funds Transfer Search Screen.

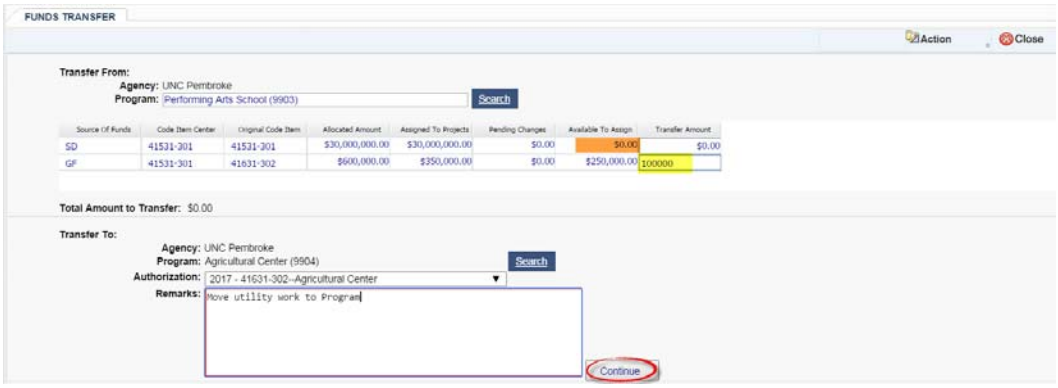


On the search screen, you can search for a previous request that has been made to check the status or create a new request. A new request may be either a transfer of existing funds from one program to another or an increase/decrease in authority. Increase/decrease in authority applies generally to Non-General Fund or Non-State Debt funding sources where the agency/institution is providing the funds, or releasing unneeded funds. Both follow a similar approval process.



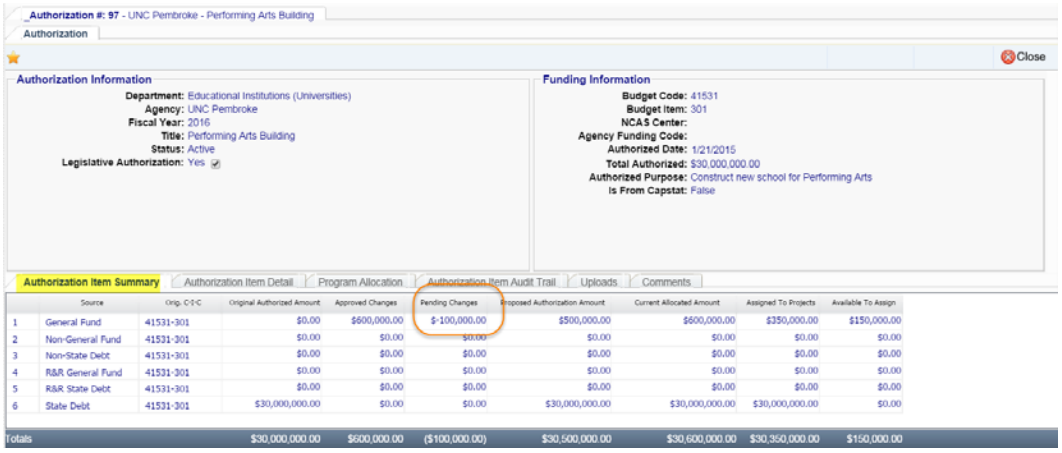
1. Funds Transfer

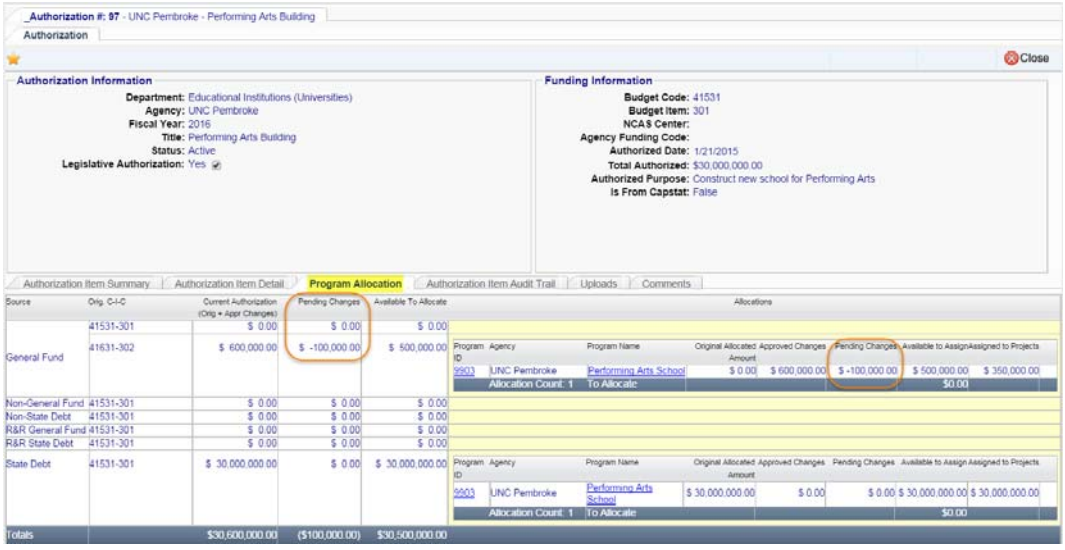
Select the New Funds Transfer button. Search for the Program that you want to transfer the funds from and select the desired program. Enter the amount you wish to transfer. If there are multiple fund sources in the program, be sure to select the desired fund source. Then, search for and select the Program to which you will transfer the funds. Enter appropriate remarks as to why you are transferring the funds. Then Continue.



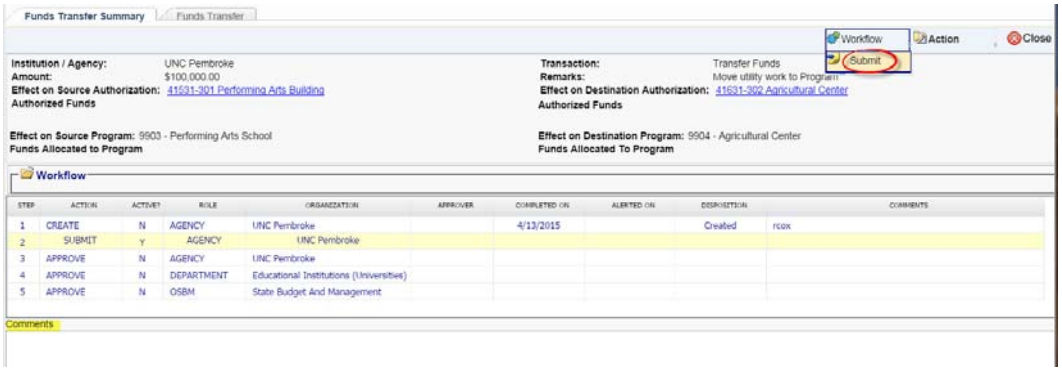
This brings up the summary of the request. Select and you will see the workflow with the current status.

This also creates a "Pending Change" for the Authorization and Program financials.

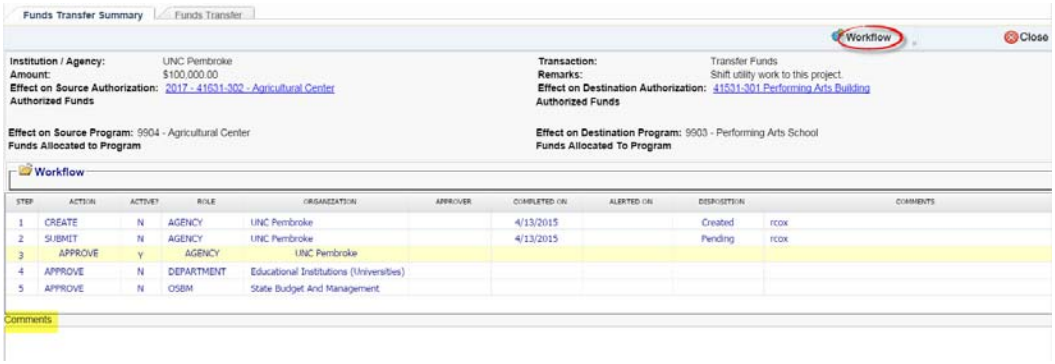

Authorization #: 97 - UNC Pembroke - Performing Arts Building
Authorization
Close
Authorization Information
Department: Educational Institutions (Universities)
Agency: UNC Pembroke
Fiscal Year: 2016
Title: Performing Arts Building
Status: Active
Legislative Authorization: Yes
Funding Information
Budget Code: 41531
Budget Item: 301
NCAS Center:
Agency Funding Code:
Authorized Date: 1/21/2015
Total Authorized: $30,000,000.00
Authorized Purpose: Construct new school for Performing Arts
Is From Capstat: False
Authorization Item Summary
Authorization Item Detail
Program Allocation
Authorization Item Audit Trail
Uploads
Comments
Source
Orig. C-I-C
Original Authorized Amount
Approved Changes
Pending Changes
Proposed Authorization Amount
Current Allocated Amount
Assigned To Projects
Available To Assign
1 General Fund 41531-301 $0.00 $600,000.00 $-100,000.00 $500,000.00 $600,000.00 $350,000.00 $150,000.00
2 Non-General Fund 41531-301 $0.00 $0.00 $0.00 $0.00 $0.00 $0.00 $0.00
3 Non-State Debt 41531-301 $0.00 $0.00 $0.00 $0.00 $0.00 $0.00 $0.00
4 R&R General Fund 41531-301 $0.00 $0.00 $0.00 $0.00 $0.00 $0.00 $0.00
5 R&R State Debt 41531-301 $0.00 $0.00 $0.00 $0.00 $0.00 $0.00 $0.00
6 State Debt 41531-301 $30,000,000.00 $0.00 $0.00 $30,000,000.00 $30,000,000.00 $30,000,000.00 $0.00
Totals $30,000,000.00 $600,000.00 ($100,000.00) $30,500,000.00 $30,600,000.00 $30,350,000.00 $150,000.00


Authorization #: 97 - UNC Pembroke - Performing Arts Building
Authorization
Close
Authorization Information
Department: Educational Institutions (Universities)
Agency: UNC Pembroke
Fiscal Year: 2016
Title: Performing Arts Building
Status: Active
Legislative Authorization: Yes
Funding Information
Budget Code: 41531
Budget Item: 301
NCAS Center:
Agency Funding Code:
Authorized Date: 1/21/2015
Total Authorized: $30,000,000.00
Authorized Purpose: Construct new school for Performing Arts
Is From Capstat: False
Authorization Item Summary
Authorization Item Detail
Program Allocation
Authorization Item Audit Trail
Uploads
Comments
Source
Orig. C-I-C
Current Authorization (Orig + Appr Changes)
Pending Changes
Available To Allocate
Allocations
General Fund 41531-301 $ 0.00 $ 0.00 $ 0.00
41631-302 $ 600,000.00 $ -100,000.00 $ 500,000.00
Program ID 9903 Agency UNC Pembroke Program Name Performing Arts School Original Allocated Amount $ 0.00 Approved Changes $ 600,000.00 Pending Changes $ -100,000.00 Available to Assign $ 500,000.00 Assigned to Projects $ 350,000.00
Allocation Count: 1 To Allocate $0.00
Non-General Fund 41531-301 $ 0.00 $ 0.00 $ 0.00
Non-State Debt 41531-301 $ 0.00 $ 0.00 $ 0.00
R&R General Fund 41531-301 $ 0.00 $ 0.00 $ 0.00
R&R State Debt 41531-301 $ 0.00 $ 0.00 $ 0.00
State Debt 41531-301 $ 30,000,000.00 $ 0.00 $ 30,000,000.00
Program ID 9903 Agency UNC Pembroke Program Name Performing Arts School Original Allocated Amount $ 30,000,000.00 Approved Changes $ 0.00 Pending Changes $ 0.00 Available to Assign $ 30,000,000.00 Assigned to Projects $ 30,000,000.00
Allocation Count: 1 To Allocate $0.00
Totals $30,600,000.00 ($100,000.00) $30,500,000.00

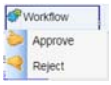
Select to send the request forward for approval.


Funds Transfer Summary
Funds Transfer
Workflow
Action
Close
Submit
Institution / Agency: UNC Pembroke
Amount: $100,000.00
Effect on Source Authorization: 41531-301 Performing Arts Building
Authorized Funds
Effect on Source Program: 9903 - Performing Arts School
Funds Allocated to Program
Transaction: Transfer Funds
Remarks: Move utility work to Program
Effect on Destination Authorization: 41631-302 Agricultural Center
Authorized Funds
Effect on Destination Program: 9904 - Agricultural Center
Funds Allocated To Program
Workflow
STEP ACTION ACTIVE? ROLE ORGANIZATION APPROVER COMPLETED ON ALERTED ON DISPOSITION COMMENTS
1 CREATE N AGENCY UNC Pembroke 4/13/2015 Created rcox
2 SUBMIT Y AGENCY UNC Pembroke
3 APPROVE N AGENCY UNC Pembroke
4 APPROVE N DEPARTMENT Educational Institutions (Universities)
5 APPROVE N OSBM State Budget And Management
Comments

Normally, the requester will not be approving the request for the Agency/Institution, but an email will be sent to the Approver, notifying him/her that there is a request for his/her action.


Funds Transfer Summary
Funds Transfer
Workflow
Close
Institution / Agency: UNC Pembroke
Amount: $100,000.00
Effect on Source Authorization: 2017 - 41631-302 - Agricultural Center
Authorized Funds
Effect on Source Program: 9904 - Agricultural Center
Funds Allocated to Program
Transaction: Transfer Funds
Remarks: Shift utility work to this project.
Effect on Destination Authorization: 41531-301 Performing Arts Building
Authorized Funds
Effect on Destination Program: 9903 - Performing Arts School
Funds Allocated To Program
Workflow
STEP ACTION ACTIVE? ROLE ORGANIZATION APPROVER COMPLETED ON ALERTED ON DISPOSITION COMMENTS
1 CREATE N AGENCY UNC Pembroke 4/13/2015 Created rcox
2 SUBMIT N AGENCY UNC Pembroke 4/13/2015 Pending rcox
3 APPROVE Y AGENCY UNC Pembroke
4 APPROVE N DEPARTMENT Educational Institutions (Universities)
5 APPROVE N OSBM State Budget And Management
Comments

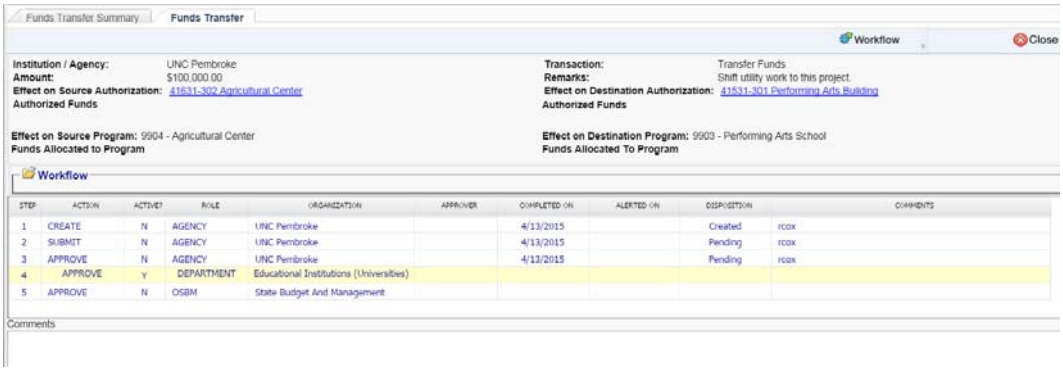
The person who is the next level up in the approval process will open the transaction and make a decision to accept or reject the request, by selecting the appropriate



button under Workflow. They may make comments in the space provided at the bottom of the workflow, and an explanation in the comments is mandatory if they Reject the request.

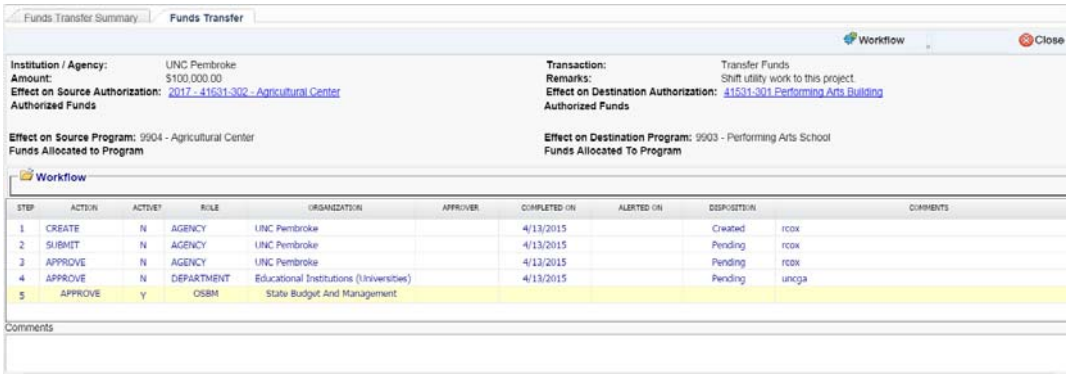
If that person disapproves the request, the original requester is notified and the process is complete. If that person approves the request, the system notifies the next higher level approver.

The 3rd level person must log in and navigate to the pending request.

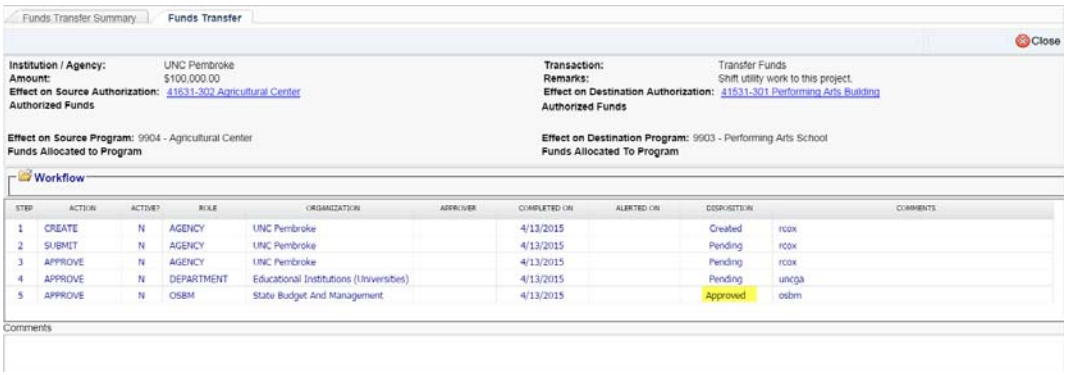

Funds Transfer Summary
Funds Transfer
Workflow
Close
Institution / Agency: UNC Pembroke
Amount: $100,000.00
Effect on Source Authorization: 41631-302 Agricultural Center
Authorized Funds
Effect on Source Program: 9904 - Agricultural Center
Funds Allocated to Program
Transaction: Transfer Funds
Remarks: Shift utility work to this project.
Effect on Destination Authorization: 41531-301 Performing Arts Building
Authorized Funds
Effect on Destination Program: 9903 - Performing Arts School
Funds Allocated To Program
Workflow
STEP ACTION ACTIVE? ROLE ORGANIZATION APPROVER COMPLETED ON ALERTED ON DISPOSITION COMMENTS
1 CREATE N AGENCY UNC Pembroke 4/13/2015 Created rcox
2 SUBMIT N AGENCY UNC Pembroke 4/13/2015 Pending rcox
3 APPROVE N AGENCY UNC Pembroke 4/13/2015 Pending rcox
4 APPROVE Y DEPARTMENT Educational Institutions (Universities)
5 APPROVE N OSBM State Budget And Management
Comments

They have the option of approving or disapproving the request using the

, and making comments. If they disapprove, the requester and Agency approver are notified and the process is complete. If they approve, the request goes forward to the next level.


Funds Transfer Summary
Funds Transfer
Workflow
Close
Institution / Agency: UNC Pembroke
Amount: $100,000.00
Effect on Source Authorization: 2017 - 41531-302 - Agricultural Center
Authorized Funds
Effect on Source Program: 9904 - Agricultural Center
Funds Allocated to Program
Transaction: Transfer Funds
Remarks: Shift utility work to this project.
Effect on Destination Authorization: 41531-301 Performing Arts Building
Authorized Funds
Effect on Destination Program: 9903 - Performing Arts School
Funds Allocated To Program
Workflow
STEP ACTION ACTIVE? ROLE ORGANIZATION APPROVER COMPLETED ON ALERTED ON DISPOSITION COMMENTS
1 CREATE N AGENCY UNC Pembroke 4/13/2015 Created rcox
2 SUBMIT N AGENCY UNC Pembroke 4/13/2015 Pending rcox
3 APPROVE N AGENCY UNC Pembroke 4/13/2015 Pending rcox
4 APPROVE N DEPARTMENT Educational Institutions (Universities) 4/13/2015 Pending uncga
5 APPROVE Y OSBM State Budget And Management
Comments

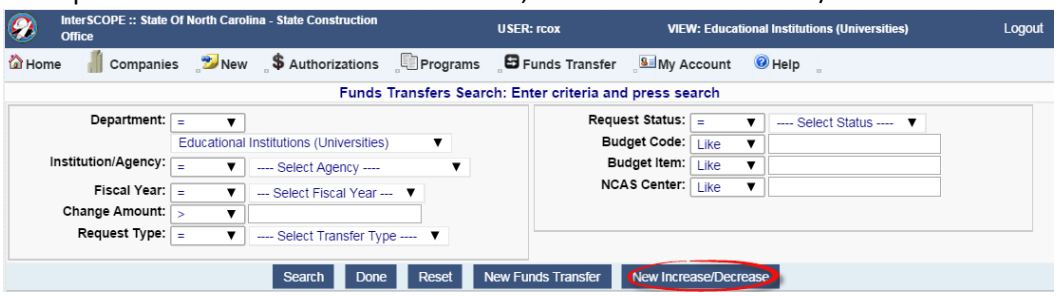
The status for the request remains in "Pending" until disapproved, or until the top level of the approval process approves it.


Funds Transfer Summary
Funds Transfer
Close
Institution / Agency: UNC Pembroke
Amount: $100,000.00
Effect on Source Authorization: 41631-302 Agricultural Center
Authorized Funds
Effect on Source Program: 9904 - Agricultural Center
Funds Allocated to Program
Transaction: Transfer Funds
Remarks: Shift utility work to this project.
Effect on Destination Authorization: 41531-301 Performing Arts Building
Authorized Funds
Effect on Destination Program: 9903 - Performing Arts School
Funds Allocated To Program
Workflow
STEP ACTION ACTIVE? ROLE ORGANIZATION APPROVER COMPLETED ON ALERTED ON DISPOSITION COMMENTS
1 CREATE N AGENCY UNC Pembroke 4/13/2015 Created rcox
2 SUBMIT N AGENCY UNC Pembroke 4/13/2015 Pending rcox
3 APPROVE N AGENCY UNC Pembroke 4/13/2015 Pending rcox
4 APPROVE N DEPARTMENT Educational Institutions (Universities) 4/13/2015 Pending uncga
5 APPROVE N OSBM State Budget And Management 4/13/2015 Approved osbm
Comments

Once it receives final approval, the funds will be updated and there will no longer be funds in a pending status. While funds are in a pending status, they may not be assigned, committed, or otherwise affected.

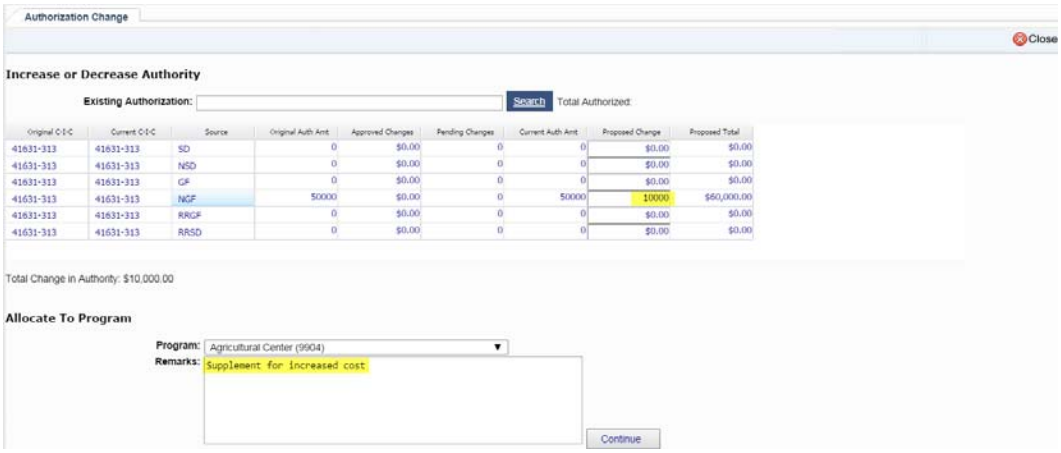
2. Increase/Decrease

To request an increase or decrease in funds, select the New Increase/Decrease button.

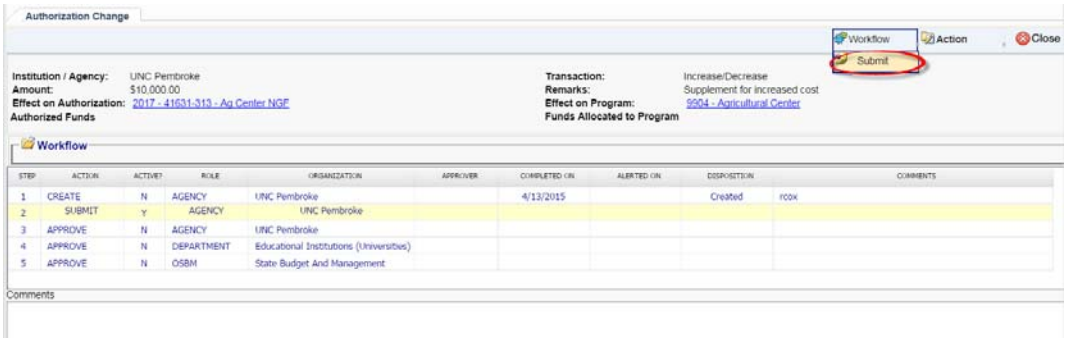


NOTE: You may only increase or decrease existing authority.

Search for and select the authorization you wish to increase. Enter amount and remarks, then Continue.


Authorization Change
Close
Increase or Decrease Authority
Existing Authorization:
Search
Total Authorized:
Original C-I-C
Current C-I-C
Source
Original Auth Amt
Approved Changes
Pending Changes
Current Auth Amt
Proposed Change
Proposed Total
41631-313 41631-313 SD 0 $0.00 0 0 $0.00 $0.00
41631-313 41631-313 NSD 0 $0.00 0 0 $0.00 $0.00
41631-313 41631-313 GF 0 $0.00 0 0 $0.00 $0.00
41631-313 41631-313 NGF 50000 $0.00 0 50000 10000 $60,000.00
41631-313 41631-313 RRGF 0 $0.00 0 0 $0.00 $0.00
41631-313 41631-313 RRSD 0 $0.00 0 0 $0.00 $0.00
Total Change in Authority: $10,000.00
Allocate To Program
Program: Agricultural Center (9904)
Remarks: Supplement for increased cost
Continue

This brings up the summary of the request. Select Action Save and you will see the workflow with the current status. Select Workflow Submit to send the request forward for approval.


Authorization Change
Workflow
Action
Close
Submit
Institution / Agency: UNC Pembroke
Amount: $10,000.00
Effect on Authorization: 2017 - 41631-313 - Ag Center NGF
Authorized Funds
Transaction: Increase/Decrease
Remarks: Supplement for increased cost
Effect on Program: 9904 - Agricultural Center
Funds Allocated to Program
Workflow
STEP ACTION ACTIVE? ROLE ORGANIZATION APPROVER COMPLETED ON ALERTED ON DISPOSITION COMMENTS
1 CREATE N AGENCY UNC Pembroke 4/13/2015 Created rcox
2 SUBMIT Y AGENCY UNC Pembroke
3 APPROVE N AGENCY UNC Pembroke
4 APPROVE N DEPARTMENT Educational Institutions (Universities)
5 APPROVE N OSBM State Budget And Management
Comments

The workflow continues the same as a funds transfer request until it is approved or rejected.

VII. Reporting